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ABSTRACT

Designed to aid the teacher coordinator in finding current and readily available resource materials relating to program operation and instruction in cooperative education programs, this guide lists over 500 items with abstracts intended to assist the reader who may be looking for ideas, information, or instructional aids. The guide is organized into three parts. Part 1 lists resources dealing with program operation under the categories of program administration, classroom management and instruction, and counseling and career awareness. There is also a section on selected research relating to cooperative work experience. Part 2 lists instructional resources for use by the coordinator with students under headings of career exploration, job entry and adjustment, personal adjustment, and job training. Items in the job training section are subdivided into 28 occupational categories. Part 3 contains addresses of the publishers and film distributers plus additional sources of information. (A supplemental guide, "Cooperative Work Experience: An Annotated Resource Guide for Teachers of the Handicapped," is also available.) (HD)

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COOPERATIVE WORK EXPERIENCE: An Annotated Resource Guide

Compiled and Edited by

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U S DEPARTMENT OF HEALTH.
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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Department of Industrial Education
University of Maryland

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1975

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Cover designed by
John Littlehales

preface

This publication in the field of cooperative work experience represents a significant contribution to the literature and deserves close reading as well as wide use.

The current emphasis on cooperative work experiences makes this a timely publication. This guide will be particularly applicable to the secondary and post-secondary levels, where there has been a considerable expansion in programs.

Dr. Herschbach and his associates have compiled in this publication, an extensive listing of resource materials along with an appropriate and useful annotation of each. This resource guide has one major section devoted to those items useful to the teacher and another section that would be of considerable value to the student. A third section deals with additional sources as well as addresses that may be useful in ordering such items.

It is also important to note that this publication is the result of excellent cooperation between the Vocational Division of the Maryland State Department of Education, public school teachers, and selected faculty and staff of the Industrial Education Department at the University of Maryland. This publication, resulting from cooperative effort, is in itself an outstanding example of what can be accomplished when there is an effective use made of the available institutional resources of the state. Of course, the real test of such a publication is the use to which it is put, and the value it has to the user. I am pleased to commend it to the teachers and coordinators as well as the students in cooperative work experience programs.

Donald Maley
July 14, 1975

acknowledgements

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We would also like to thank the many teacher-coordinators throughout the State of Maryland who suggested instructional materials, indicated areas of instructional need and were helpful in locating sources. In particular, Robert Kemmery, of Calvert County Vocational-Technical Center, was most helpful. Again, a number of students at the University of Maryland assisted in identifying materials and writing abstracts. We appreciate their contribution. We would also like to thank the many publishers, and the educational and governmental agencies who were so cooperative. Finally, Carolyn Fordyce was most helpful in assisting us with the burdensome task of rough typing and Bonnie Dunn skillfully handled the final typing.

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table of contents

Preface III

Acknowledgements VI

Introduction 1

Part I - Resources for Teachers 3

- Program Administration 3
- Classroom Management and Instruction 22
- Counseling and Career Awareness 28
- Research 33

Part II - Resources for Students 39

- Career Awareness 39
- Job Entry and Adjustment 55
- Personal Adjustment 65
- Job Training. 75
  - Agricultural Occupations 75
  - Appliance and Television Servicing 79
  - Automotive and Engine Repair and Servicing . . . 81
  - Blueprint Reading. 92
  - Building Construction. 93
  - Building Maintenance and Housekeeping 105
  - Cashier and Checking 108
  - Computer and Data Processing 111
  - Cosmetology 113
  - Drafting 115
  - Drycleaning 120
  - Fashion 121
  - Firefighting 123
  - Food Service 124
  - Graphics 138
  - Health Occupations 139
  - Marine Occupations 150
  - Metal Fabrication and Machining 152
  - Needle Trades 159
  - Office Occupations 162
  - Photography 169
  - Refrigeration, Air-Conditioning and Heating. . 169
  - Safety 174
  - Sales 175
  - Small Business Management 179
  - Small Engine Repair and Maintenance 179
  - Warehousing 180
  - Woodworking and Furniture Making 182

Part III - Resources 185

- Addresses of Publishers and Film Distributors . . . 185
- Sources of Additional Resource Materials 200

introduction

Cooperative Work Experience is a program area that has undergone rapid growth in the State of Maryland. The 1968 Vocational Educational Amendments provided, in part, stimulus to this growth. Funds were earmarked for the expansion of cooperative programs. Perhaps equally important, school administrators, teachers, parents and community leaders have strongly supported Cooperative Work Experience as a viable approach to training youth: the training is "real"; that is, it takes place outside of the school in a training station located in the community; a wide variety of occupational fields are available for the student to choose from; and there is enough flexibility in program design to deal with individual student differences. These, and other positive aspects of cooperative programs, have led many to believe that Cooperative Work Experience has great potential for providing youth with educational experiences which are relevant to their needs as they mature in today's society.

However, as Cooperative Work Experience has expanded to include programs for new and emerging occupational fields and different student groups, the teacher-coordinator's job has been complicated by a need for instructional and program materials. The coordinator must not only provide instruction to students who are employed in a wide number of occupations, but must effectively relate to the variety of interests, abilities and occupational goals which are represented within his training section. In other words, the content material for any one particular cooperative program is drawn from the variegated occupational world, and, in addition, is dependent upon the unique student mix of that program. Then too, as new types of programs are designed, resources are needed to help facilitate their development.

This Annotated Resource Guide is designed to aid the teacher coordinator. Current and readily available resource materials relating to program operation and instruction have been selected and annotated. The identification and selection of materials for inclusion in the guide was conducted upon the basis of relevance and applicability to program operation. Every effort, moreover, has been made to abstract the selected sources in sufficient detail to assist the reader who may be looking for ideas, information or instructional aids.

The Guide is organized into three parts. Part one includes resources dealing with program operation. The resources in part one are intended to serve as an aid to the teacher-coordinator in the areas of program administration, classroom management and instruction, and counseling and career awareness. There is also a section on selected research relating to Cooperative Work Experience. Part two includes instructional resources for use by the coordinator with students. The material deals with career exploration, job entry and adjustment, personal adjustment and skill training. Part three includes source information. The addresses of publishers are included in part three, along with additional source information.

2

part one

RESOURCES FOR TEACHERS

The job of a teacher-coordinator is complex and demanding, requiring skills in teaching, administration, counseling, guidance, public relations as well as curriculum development, among other functions. The resource materials included in Part One should aid the coordinator in carrying out the complex and varied tasks required in developing and maintaining quality cooperative programs. While many of the sources are general and broad-ranging, an attempt has been made to categorize them into the following sub-divisions in order to facilitate their use: Program Administration, Classroom Management and Instruction, Counseling and Career Awareness and Research. Furthermore, an attempt has been made to include sources which are current, comprehensive and relevant. The aim is to provide the teacher-coordinator with sources of materials which he can easily obtain, examine, select, modify, adapt or draw from to meet his individual and program needs.

program administration

The resources included in this section relate to the many administrative duties the cooperative teacher-coordinator must undertake. A great deal of the information has been developed by state organizations, and has been found highly relevant and practical. There has been an attempt, moreover, to include a variety of resource material covering as many aspects of program administration as possible.

Advisory Committees: Organization and Use in Vocational and Technical Education
1970

Illinois State Department of Education:
Division of Vocational and Technical Education

For teacher-coordinators interested in establishing and utilizing advisory committees, this brief booklet is recommended reading. Although the guide is only ten pages in length, it thoroughly explains what an advisory committee is; types of committees; qualifications of members; the size and organization of committees; the roles and functions of the committee members; suggested practices; steps in organizing and implementing a committee; and making an agenda for a committee meeting.

Agri-Business Education
1972

Indiana University

This handbook is well organized and oriented toward cooperative vocational training as opposed to administration. It emphasizes the working relationship between business and the teacher-coordinator; occupational planning; and curriculum preparation. Work placement, learning activities, and teacher coordinator visitation schedules are also discussed.

The handbook has nineteen detailed sample training plans for agricultural-business type occupations. They range from Farm Foreman to Animal Caretaker and include sales, mechanical, and conservation-type occupations. They detail the training situations, hours, objectives, and lesson materials to be covered.

An Articulated Guide for Cooperative Career Education
by Edward E. Harris and Peter Johnson, Bulletin No. 34571

Springfield, Illinois: Board of Vocational Education
and Rehabilitation

This handbook is a detailed guide to cooperative career education. It is well arranged for easy, quick reference and as such serves as a handy general reference on cooperative work experience programs.

The book covers the various aspects of cooperative education including types of programs, qualifications of the coordinator, the needs of business and industry, the student's role, the need for a good PR program, instructional plans and labor laws. The final chapter summarizes the essential elements of coop and serves as a summary of the entire handbook.

Basic Coordinator's Guide for Diversified Occupations Program
by Marie Blasingame Snyder and John W. Holmes

ED 089018
ERIC Clearinghouse, Bethesda

Such topics as program criteria, determination of student needs, program planning, program implementation, and program objectives are discussed in this coordinator's guide. Basic program guidelines and instructional objectives are covered in greater detail, giving suggestions for program planning, finding and using local resources, developing advisory committees, program evaluation, coordinator qualifications, coordination, proposal writing, and resume preparation. Examples of report and other forms are included.

Business and Office Education: Training Plans for High School Cooperative Office Education Programs

Indiana University

This manual contains model training plans designed for business and office occupations. These examples can be used by cooperative teacher-coordinators in developing training plans for their individual programs.

Cooperative Business and Office Education
1973

Washington

In the form of a "how-to" manual, this text is designed to provide an understanding of cooperative occupational education. Other topics include administrative considerations, related instruction, and relevant parts of the Washington State plan for vocational education. Also included are an appendices, a bibliography, and illustrations.

Cooperative Education for Community College
1972

Washington

This guide is designed to aid administrators and teacher-coordinators interested in implementing, evaluating, or developing cooperative programs in community colleges of the state. Topics included are: what is CVE?, implementing cooperative vocational education programs, steps in planning, responsibilities of the employer, legal responsibilities, initiation and maintenance of good public relations, and evaluation of a cooperative vocational education program. It also includes appendices.

Cooperative-Education Handbook for Teacher-Coordinators
by Gordon F. Law

American Technical Society

Gordon Law has designed a brief, but comprehensive handbook useful to the teacher-coordinator in initiating and conducting a cooperative program. He sets forth many practical methods of providing a variety of training opportunities for students in many types of work.

Cooperative Occupational Education and Work Experience in the Curriculum

by Ralph E. Mason and Peter G. Haines, 1972

The Interstate Printer and Publishers, Inc.

The topics discussed in this text are presented in a logical sequence of educational planning: the strategy, the structure, and the instructional system. The discussion of strategy begins with an overview of the emerging needs in the world of work. This is followed by a presentation of curriculum patterns involving the work environment and a section on the planning, organizing, and operating of cooperative occupational education programs. It has been widely used for pre-service collegiate courses; in-service workshops and conferences; as a reference handbook by curriculum directors, local administrators and consultants for vocational education; and by graduate students.

Cooperative Office Education

Rutgers, Kilmer Campus

Cooperative Office Education is a volume of ideas and useful hints. The first portion of this book reviews the functions of the Office Occupations Co-op teacher. The review is quite specific, not just a collection of generalizations. The latter half of the book consists of two large appendices. The first appendix consists of specimen forms, letters, and materials. The second appendix consists of pictures that may be used with students as a visual guide to job opportunities.

Cooperative Office Education--Related Class Manual

Rutgers, Kilmer Campus

This manual is designed to guide the teacher or coordinator through related classroom aspects of cooperative education. It consists of units, each containing the following six sections: objectives, materials and supplies, content, teaching suggestions, evaluation, and reference materials.

The table of contents consists of: pre-employment, oral communications, meeting the public, personality development and human relations, business organization and management, filing and record control, adding-listing machines, calculators, machine transcription, duplicating, introduction to data processing, typing problems, written communication, mail records, business math, and reference materials.

Cooperative Part-Time Training in Vocational Agriculture
Teachers Handbook, 1970

Texas A&M University
Agriculture Education Teaching Materials Center

As a highly useful handbook for establishing and operating cooperative programs in vocational agriculture, this text puts emphasis upon providing the teacher-coordinator with practical suggestions and guidelines.

Cooperative Vocational Education--A Basic Course of Study
1972

Oklahoma, State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center

A basic course of study for cooperative vocational education is presented in this color-coded publication. Topics covered are: Orientation; Employment and Personal Development; Employee Relations; Communications; Financial Management; and Insurance. The self-contained units include performance objectives, suggested activities for teacher and students, information sheets, transparency masters, assignment sheets, tests and answers to tests.

Cooperative Vocational Education Coordinator's Handbook.
Volume I
by Thomas R. Allen, Jr., 1972, ED 063504

ERIC Clearinghouse, Bethesda

Discussed in this program guide are the following topics: 1) the philosophy and objectives of cooperative vocational education, 2) the role of the teacher-coordinator, 3) teaching requirements, 4) the functions of guidance, 5) coordination activities, and 6) public relations techniques. Samples of materials dealing with student's application and placement; interest questionnaire; weekly production report; and instructor's community survey, training plan, and coordination record are included.

Cooperative Vocational Education Coordinator's Handbook.
Volume II, Operation and Administration
by Thomas R. Allen, Jr., 1972, ED 063503

ERIC Clearinghouse, Bethesda

The major sections of this guide are: 1) Planning Activities for Cooperative Vocational Education Programs,

2) Advisory Committee, 3) Youth Organizations, 4) Existing Vocational Youth Organizations, 5) Adult Education, 6) Federal and State Laws, and 7) Providing for Research in Cooperative Vocational Education.

Cooperative Vocational Education Evaluation Criteria
1972

Pennsylvania Department of Education

This manual is designed to be used in evaluating cooperative vocational education programs.

Cooperative Vocational Education General Related Theory Class Outline
1972

Pennsylvania Department of Education

Intended for use in cooperative vocational education general related theory class, this teacher's guide consists of eight units, each including objectives, class activities, suggested references and films. Some of the units are: employer and employee relationship, human relationship, consumer education, and career and job exploration. This guide is appropriate for any cooperative class.

Cooperative Vocational Education Handbook
by John H. Madson, 1973

Nevada State
Department of Education

This 1973 handbook has been developed to assist the teacher-coordinator in performing his/her duties in a more efficient manner. It is meant to be a helpful guideline in organizing, conducting, and administering cooperative education.

Cooperative Vocational Education Handbook for Kentucky

Kentucky State Department of Education

The Kentucky Guide is an excellent source of information, providing comprehensive treatment of all aspects of establishing and maintaining a quality cooperative program. It offers many practical and concrete examples and illustrations.

Cooperative Vocational Education in Small Schools: A Suggested Guide for Program Planning
1972, ED 063069

ERIC Clearinghouse, Bethesda

Rural schools encounter unique problems in setting-up and operating cooperative programs. This guide can be of great use to the program planner.

Cooperative Vocational Education Programs: Staff Development. Information Series No. 70
by Roy L. Butler, 1973, ED 085565

ERIC Clearinghouse, Ohio

Factors relating to recruitment and development of staff are examined in this publication. It offers suggestions concerning staff development to school administrators and vocational education directors involved in planning and operating cooperative vocational education programs.

Cooperative Vocational Education Training Agreements
1974

U. S. Department of Health, Education and Welfare,
Office of Education

Twelve sample training agreement forms developed and used by various states are contained in this booklet. These samples are a useful guide, and this free booklet can be of help to a coordinator faced with the task of developing a training agreement for his local situation.

Coordination in Cooperative Vocational Education
by Warren G. Meyer, Lucy Crawford and Mary K. Klauvens

Charles E. Merrill

The role of the teacher-coordinator is very complex and demanding. This publication is a broad-ranging treatment of coordination, and should aid the coordinator in successfully carrying out his many duties. Since the text was written by individuals familiar with the problems of coordination, it contains many practical suggestions. Important topics include: The Tasks of a Teacher Coordinator, Teaching Work Adjustment Competencies, Recruiting and Guiding Student-Trainees, Following Up Trainees, Articulating Instruction, and many others.

Coordinator's Manual--Vocational Office Training
Coordinator's Manual, 1970

Georgia State Department of Education

The basic information needed to aid the teacher-coordinator in preparing students for office competency is provided in this manual. The text also helps in developing student understanding of the place of business activities within a total society. There is information on organizing and developing a new vocational office training program, operating an on-going program, and evaluating office training. This additional information includes the criteria and actual procedures for establishing a vocational office education training program.

Directory of Task Inventories, Volume 1
1974

Ohio State University
The Center for Vocational-Technical Education

A compiled listing of activities performed by workers on their jobs, this book is of value to curriculum developers, training directors, personnel officers, industrial engineers, vocational teachers, and administrators. The information in this volume was compiled from a review of documents from state educational and employment service agencies, occupational curriculum laboratories and research coordinating units, armed forces branches, selected private R & D agencies and others. The information included is helpful in developing training plans for a variety of occupations.

Distributive Education Training Guides
by Peter G. Haines and Herbert H. Tedder, 1963

South-Western Publishing Co.

All major aspects of the study of distribution are covered in this set of guides. The guides can be used in any order that correlates with the topics taught in the related class.

The book is divided into six sections:

1. The Marketing Process
2. Store Management
3. Merchandising
4. Selling and Promotion
5. Finance and Control
6. The Challenge of Retailing

Evaluation Occupational Education and Training Programs
by Tim L. Wentling and Tom E. Lawson, 1975

Allyn and Bacon

If you are interested in a comprehensive coverage of evaluation of vocational education, this text will be most helpful. Written by vocational educators for vocational educators, Evaluation Occupational and Training Programs applies general concepts and practices of evaluation to the evaluation of specific occupational programs. The easily understandable procedures outlined, such as Designing an Evaluation System, the Measurement of Learner Performance, and the Follow-Up as an Evaluative Tool, apply directly to the concerns of cooperative teachers. The book is well written and well organized around the objective of relating theoretical principles of evaluation to practical problems.

The Glen Oaks Simulation
1974

Ohio, Center for Vocational-Technical Education

The Glen Oaks Simulation is a package of simulation training materials for cooperative education coordinators. It is divided into nine modules which represent major functions and tasks of a cooperative education coordinator. The modules can be used together or separately. This package is intended to be applicable to all situations in which cooperative education teacher coordinators are trained. It is applicable for both pre-service and in-service programs. In its entirety it simulates a full year of experience; in fragments it provides training in selected functions.

Guide for Cooperative Vocational Education
1969

University of Minnesota, College of Education

This guide was developed by a National Conference on Cooperative Vocation Education held in 1969 at the University of Minnesota, and by "nine regional clinics." The purpose of the publication is to serve as a guide for individuals involved in planning and implementing cooperative vocational education programs. The guide is divided into seven chapters: 1) Cooperative Vocational Education and What It Will Do, 2) What Form and Type is Best for a Specific School, 3) Meeting Student and Manpower Needs Through Cooperative Vocational Education, 4) Supervising the Participation of Employers, 5) Establishing Administrative Relationships, 6) Staffing Cooperative Vocational Education Programs, and 7) Maintaining and Improving Cooperative Vocational Education. Each unit provides a detailed outline of the factors which should be considered before planning or implementing a cooperative vocational education program. For example, the authors outline seven factors that should be considered when determining the form and type of program, eight factors when determining the appropriate facilities and equipment, and seven factors for the selection of training stations.

Guidelines to Initiate and Operate a Cooperative Vocational Education Program, 1973

Pennsylvania Department of Education

The contents of this 81-page handbook deal with exactly what the title suggests--the methods of starting and running a Cooperative Program. In addition to the narrative, which covers the basics of a program, the text contains an appendix of thirty forms and letters relating to the initiation and execution of a program. They range from a format of an administrators' handbook, to business survey forms, to student evaluation forms. The following topics are covered in the narrative: definition, advantages of cooperative programs, problems, different types of programs, program organization and management, resource surveys, advisory committees, training stations, student selection, placement and evaluation, financing and laws relating to cooperative work experience.

Handbook for Cooperative Programs
1972

Oklahoma State Department of Vocational and Technical Education

This publication was designed to serve as a handbook for teachers of cooperative programs in vocational education. Topics included are: Purposes of Vocational Education; Types of Programs; Responsibilities of the Teacher-Coordinator and the Advisory Committee; Legal Regulations; Selection of Students and Training Stations; Evaluation; and Sample Forms to be Used in the Program.

Handbook for Vocational Teacher-Coordinators of Business and Office Education
by Katherine S. Green and Omega Blanton, ED 092668

ERIC Clearinghouse, Bethesda

The general objective of the vocational office training program is to prepare high school and post-secondary students for initial office jobs and for advancement on the job. The handbook is designed to assist teacher/coordinators in implementing a vocational office training program and an intensive business training program, based on the intensive time block concept and using cooperative or simulated work experience. Guidelines for implementing the programs are outlined, with copies of all necessary State and Federal forms and advice on their use. Suggestions are made for adapting the vocational office training program for post-secondary and adult education use. Miscellaneous information includes: general information and requirements for obtaining a vocational license, minimum office standards, evaluating the cooperative vocational office training program, job opportunities and descriptions, and lists of teaching aids and resource materials of all kinds.

Health Occupations Education Model Training Plans for Secondary Cooperative Health Occupations Education

by Thomas R. White and William D. Graham, 1972

Indiana University Press

With the assistance of nine project participants and an Advisory Committee (44 members), the authors have developed 14 training plans in health occupations. The steps in the development of training plans are first identified. The training plans themselves are divided into six columns: 1) approximate time, 2) learning activities, 3)OJT (on-the-job training), 4) in school, 5) evaluation, and 6) individual study assignment. Training plans can be used in the classroom as a point of departure for discussion of learning activities common to many students, and on-the-job for discussion of the progress of student-learner toward occupational competency.

High School Work Study Program for the Retarded

by Kenneth H. Freeland, 1969

Charles C. Thomas, Publisher

This book was written in response to the emphasis placed upon training the handicapped in the Vocational Education Act of 1963 and Amendments of 1968, and for the teacher who will develop a work study program for mentally retarded students in secondary schools. The author has divided the material into seven chapters: Know Your Program, Know the Objectives and Values of Your Program--And Your Responsibilities, Organizing Your Program, Developing Your Program, Operating Your Program, Conducting Your Program, Reports and Forms for Your Program. The chapters are logical, readable, and informative. The author provides suggested sketches of floor plans and equipment design, a complete summary of the legal requirements and employment limitations that affect the program, a guide to different report forms and how to use them, and forty references.

Industrial Cooperative Training

Texas A&M University
Vocational Instructional Service

Industrial Cooperative Training is a comprehensive guide to the job of coordination. Topics covered range from the duties of the coordinator and advisory committees to the skills necessary in student guidance, classroom management, and the setting up of training stations. There are also discussions on lesson plan development and construction of public relations programs. Abundant sample materials and examples are provided.

An Instructional Resource Guide to Enhance Cooperative Vocational Education/Special Education Teaching

by Leroy M. Reynolds, 1973

Michigan Department of Education

The focus of this program guide is upon the occupational preparation of persons with special education needs. It is an excellent resource intended to be reviewed and used jointly by concerned teachers and administrators as they work collectively to serve students with unique educational problems. The guide will serve as an aid for the process of developing or adapting a cooperative program of vocational and special education.

Journal of Cooperative Education

Drexel University Cooperative Education Association

Journal of Cooperative Education is published twice yearly, and is the only journal completely devoted to cooperative education. Although its main focus is on cooperative education in higher education, it is also a relevant source for cooperative education teachers at the secondary level.

A Manual for Coordinators of Cooperative Education

by Charles F. Seaverns, Jr., 1970, ED 075684

ERIC Clearinghouse, Bethesda

This manual was developed with two specific purposes in mind: 1) to present, in some detail, information about cooperative education which should serve as a functional guide to those individuals who contemplate becoming a coordinator of cooperative education, and 2) to stimulate the development of more effective coordination techniques by coordinators already engaged in the placement, counseling, and guidance of cooperative education students. The manual is directed mainly toward post-secondary coordination, but a great deal of the information applies to secondary level programs.

Manual for Issuing Officers of Work Permits

Maryland Department of Licensing and Regulation
Division of Labor and Industry

This manual is designed to assist those persons authorized to issue work permits, vocational-technical coordinators and supervisors of pupil service. The booklet covers instructions for issuing work permits, legal hours of employment for minors, permissible employment opportunities for minors, the seventeen hazardous occupations, exemptions to occupational orders, and definitions and requirements for student learner agreements. Also included is a fact sheet with Maryland's Wage and Hour Law "made easy."

Model Training Plans for Secondary Cooperative Agri-Business Education

Indiana University

Model training plans in the field of Agri-Business are provided in this manual. These plans can serve as examples for cooperative teacher-coordinators in the development and utilization of training plans.

Model Training Plans for Secondary Cooperative Health Occupations

Indiana University

The model training plans contained in this manual are designed to serve as examples for cooperative teacher-coordinators in the development and utilization of training plans.

Model Training Plans for Secondary Cooperative Home Economics Education

Indiana University

A variety of model training plans in Home Economics Occupations are provided to serve as examples for Cooperative Teacher-Coordinators in the development and utilization of training plans.

Model Training Plans for Secondary Industrial Cooperative Training

Indiana University

The model training plans contained in this manual are designed as examples for cooperative teacher-coordinators in the development and utilization of training plans for student learners enrolled in secondary cooperative vocational education. Excellent resource.

Occupational Work Experience Instructor's Manual
1973

Ohio State University
Instructional Materials Lab.

Developed for occupational work experience program use, this instructor's manual covers such areas as safety education in driving, using the telephone, decision making, ways to apply for and get a job, what the employer wants, and other work experience information.

Organization and Effective Use of Advisory Committees

Texas Educational Agency

The primary purpose of this bulletin is to provide guidelines on how to organize and effectively utilize advisory committees. Material included relates to the need for advisory committees, the nature and function of committees, characteristics of a good committee, suggestions on how to select members and organize the committee, and suggestions on how to present subjects for committee consideration. Basically, a "how to do it" approach is followed, with ample material provided in the appendix to assist the teacher-coordinator in establishing and utilizing an advisory committee. Highly recommended.

Organization and Operation of a Local Program of Vocational Education
1968

Ohio State University
Instructional Materials Lab.

This publication deals with establishing, maintaining, and improving comprehensive programs of vocational and technical education. The publication should prove to be a valuable guide for administrators of vocational and technical education programs: superintendents of schools, directors, coordinators, or deans. The references at the end of each chapter provide added resource material helpful to those who desire to pursue information in depth.

Personnel Evaluation in Vocational and Technical Education

Ohio State University
The Center for Vocational and Technical Education

Personnel Evaluation presents information relative to the evaluation of personnel in vocational education. The rationale and purposes of personnel evaluation; the planning and development of evaluation criteria; and the collection, analysis and reporting of data are topics covered.

Planning, Implementing and Evaluating Career Preparation Programs
by Joe Borgen and Dwight Davis, 1974

McKnight Publishing Co.

This management package is composed of five sections for instituting Career Preparation programs. It is designed on a step-by-step system which enables teachers and administrators to analyze, expand and improve their programs. The package contains sample letters, forms and survey instruments.

Program Guide: A Guide for the Development and Operation of a Secondary School Allied Health Career Program
by Jerome Epstein, 1972, ED 076825

ERIC Clearinghouse, Bethesda

The project described in this document was designed as an experiment in career education in the health field. The 3-year program offered students an introduction to health careers in the first year, work experience in the second, and cooperative or work-study education in the third. In this guide, a brief history of the pilot and demonstration project is followed by the step-by-step procedures required to establish new programs. Included are documents, information sheets, and forms used in the project.

Public Relations Guide
1972

Texas A&M University
Vocational Instructional Services

This text can serve as an excellent guide for establishing a public relations program. The content includes sections on the Public Relations Process, Know Your Public, Internal Publics, External Publics, Communications, The Spoken Word, The Written Word and Exhibits and Demonstrations. This guide should be of considerable help to the teacher-coordinator.

Resource Manual for the Development of Cooperative Vocational Education Programs Under the Vocational Education Act of 1963, as Amended P. L. 90-576. (DHEW/OE), Washington, D. C. July, 1972 ERIC ED 068717

ERIC Clearinghouse, Bethesda

Selected facts and suggestions for the use of State staffs in planning for the development of cooperative vocational education programs under Public Law 90-576 are summarized in this booklet.

Selected Audio-Visual Materials for Consumer Education

Rutgers, Kilmer Campus

An annotated bibliography of selected audio-visual materials appropriate for use in consumer education classes. This text includes films, filmstrips, slides, transparencies, and resource packages applicable to instruction at all grade levels. Also provided are source and cost information for all items listed. (Number II in a series of monographs.)

Stenographic, Secretarial, and Related Occupations
Curriculum Guide, 1970

West Virginia: Coordinator of Curriculum Development

Job definitions and descriptions, as found in the dictionary of occupational titles, form the basis upon which this guide was developed. It incorporates unitized subject areas and offers suggested patterns for education to meet the specific career objectives of the individual.

Strategies for Implementing Work Experience Programs
by Kimbrell, Grady and Vineyard, 1972

McKnight and McKnight Publishing Company

The advantages of and strategies for implementing work experience programs are covered in this text. First, work experience education is described, and its advantages are discussed. The qualifications of the work experience coordinator are then reviewed, as well as the stages of vocational development. Also included are a description of various Federally-funded programs for which school systems can apply and a discussion of the legal responsibilities of work experience programs.

Teaching Guide for Cooperative Office Education
Teachers Guide (Cooperative Training), 1970

Virginia State Department of Education

Practical suggestions for initiating, developing, operating, improving, and evaluating cooperative office education programs are provided in this guide. This well-developed publication should prove to be an invaluable handbook to the teacher-coordinator.

Techniques of the Coop Method
1973

University of Missouri
Instructional Materials Lab.

The job of coordinator in cooperative education requires the mastery of many specific skills. The author attempts to identify and explain these skills and to describe the concepts and principles necessary for the performance of the coordinator's role. The author relates the many "little tricks" he has found to work from his years of experience as a coordinator, supervisor, administrator, and teacher-educator.

Tennessee Cooperative Coordinator's Handbook
1972

Tennessee

Suggestions for organizing and operating a cooperative vocational program are provided in a handbook which includes most aspects of all cooperative programs. Some of the areas that are included are: advantages of cooperative vocational education, school administrators' responsibility, establishing a program, and duties of coordinators.

Training Achievement Records, Job Corps Occupational Training Program, Supplement to JCH 400-15.2

U. S. Department of Labor
Manpower Administration

Contained in this booklet are 144 sample training achievement records which can be used to develop training plans. Each record includes task statements, a section on attitudes and professional ethics, and a job physical profile. The information can be easily adapted to the needs of the work experience program.

Training Plans for Cooperative Office Education
Teacher's Manual (Cooperative Training), 1970

Ohio State University
Instructional Materials Lab

Training plans for a variety of office occupations that are suitable for a high school cooperative education program are contained in this manual.

A Training Sponsor's Handbook for Industrial Cooperative Training Programs
1974

University of Texas at Austin

This handbook can serve as a public relations tool for the ICT program. It explains the ICT program: how it works, the jobs students train for, where they train, and what they should be taught. A sample training plan, rating sheet, and student introductory card are shown. As a bonus for the coordinator, the last page is a training sponsor's certificate printed on parchment.

What School Administrators Should Know About Cooperative Vocational Education
by Roy L. Butler and Edwin G. York, 1971, ED 057180

ERIC Clearinghouse, Bethesda

This publication is designed to serve school administrators interested in reviewing the key administrative concepts relative to cooperative vocational education. The document identifies the various types of cooperative programs, the advantages of cooperative education, and the major limiting factors related to the administration of these programs.

What State Leaders Should Know About Cooperative Vocational Education, VT 01 905

ERIC Clearinghouse, Ohio

This 22 page booklet provides various kinds of information on Cooperative Vocational Education useful to state leaders as well as other interested individuals. Topics include: Essential Elements, Planning, Implementation, Extension, Improvement, Recruitment, Training, Promotion, Evaluation, and a Bibliography.

What Teacher-Coordinators Should Know About Cooperative Vocational Programs, VT 012 907

ERIC Clearinghouse, Ohio

This 22 page booklet provides a variety of information relating to planning, coordinating and evaluating cooperative programs. A bibliography is also provided.

Work Experience Education: A Handbook for California Secondary Schools
by Wilson Riles (Supt. of Public Instruction), 1972

California State Department of Education

An overview of information for planning and conducting work experience programs is provided in this handbook. Elements of traditional coop programs are covered, as well as an evaluation of new special programs designed to meet the local needs of California. The appendices contain laws, regulations, forms, and definitions which the author considered either too specific for the text or too subject to frequent change.

Work Study Program Manual
by Jack Hyde, Robert Smith and John Travis

Mafex Associates, Inc.

The development and control of the Work Study Program in LaGrange Area schools in Pennsylvania is described in this program manual. The book would be very useful to use as a guide for other schools or districts that are trying to set up similar programs.

The first section of the book describes the procedures to be used in establishing the philosophy of the program and the identification of pupil needs.

In part II a complete copy of the Cooperative Working Agreement is provided. This includes the purpose, objectives, and the specific goals of the program. Part III outlines the individual roles of everyone concerned with the program. Part IV deals with in-school work experiences, community work experiences and related field trips.

The rest of the book is divided into five appendix sections. A) EMH Prevocational Program Handbook; B) Work Study Forms; C) Follow-Up Study; D) Case Studies; and E) Prevocational Program for Maladjusted Children.

classroom management and instruction

This section contains materials designed to aid the teacher-coordinator in designing and managing an instructional environment. The information contained in the sources should assist the teacher-coordinator in dealing with the wide range of situations and problems that may be encountered as well as to indicate methods and strategies of instruction which have proved effective. Moreover, information is provided which relates to the current emphasis on behavioral objectives, accountability and evaluation. An attempt was made to select nontheoretical, practically-oriented material.

Behavior Modification in Applied Settings

by Alan E. Kazdin, 1975

The Dorsey Press

The purpose of this book is to provide an introduction to behavior modification techniques in applied settings. The major focus is placed on the application of operant principles, implementation of behavior modification techniques, and measurement and evaluation of program effectiveness. The application includes a variety of settings, such as schools, hospitals, day care centers, and the home. A large section of the book is devoted to a discussion of behavior modification principles. For each principle, diverse technique options, limitations and relevant issues are discussed. Detailed consideration is also provided for applications of self-control. Maintenance of behavior changes after the behavior modification program is withdrawn is discussed. The last chapter discusses ethical issues implicit in the use of behavior change technology. A glossary of relevant terms is also included.

Entry Level: Vocational Behavioral Objectives. A Guide for Individualizing Instruction

The Westinghouse Corporation

The vocational behavioral objectives presented in this packet are at entry level performance and are designed to provide realistic guidelines for the development of individualized, performance-based instructional programs enabling successful entry into the work world.

The objectives presented are broken down into four levels.

1. The student is expected to have only a cursory knowledge of the task; that is, as appropriate, be able to name the tools utilized, identify parts, and list general simple facts about operations and materials.
2. The student has been introduced to the task but needs the direct supervision of a teacher to perform it successfully. Very little independence is expected and the student should need very close supervision.
3. The student requires routine supervision. He should be able to identify and resolve most problems related to the task, select appropriate tools and materials, and be able to perform at the entry level.
4. The student can perform near the journeyman level. He can analyze problems and evaluate and make decisions relative to the task. He can readily identify tools and accurately demonstrate to others how to perform the operation.

Some of the entry level jobs included in these packets are:

1. Food Service
2. Metal Trades
3. Automotive
4. Building Trades
5. Business and Office
6. Building Maintenance
7. Heating, Refrigeration and Air Conditioning
8. Appliance and Vending Machine Repair

A Handbook of Behavior Modification for the Classroom

by Abraham Givner and Paul Graubard

Holt, Rinehart and Winston, Inc.

A description of the methods of behavior modification and their application to the classroom is presented in a handbook designed for teachers. It includes general principles and specific techniques and is designed so as to enable the teacher to apply, in the classroom, the latest teaching technology that has proved effective in changing student behavior and in promoting learning. A chapter is included which discusses the most frequently asked questions about behavior modification and is aimed at dispelling the misgivings teachers often can have about the use of such methods.

How to Use Contingency Contracting in the Classroom
by Lloyd Homme, 1970

Research Press Co.

Contingency contracting is an extremely effective method for motivating elementary and high school students. It is based on the systematic application of some generally accepted principles of human behavior. The educational background of the average teacher provides the prerequisites necessary for understanding and using contingency contracting, regardless of the teacher's subject of specialization. This book is divided into two parts. Part I discusses how contingency contracting works and Part II covers the application of contingency contracting in the classroom.

Ideas for Teachers
1973

Maine: Department of Education and Cultural Services

This booklet was developed to help teachers motivate the disadvantaged. Such a specific aim should not be regarded as a limitation, for this publication can be useful in working with all students. It is a teacher's guide giving suggested teaching activities for such areas as Entering the World of Work, Occupations, Living With Your Job, Managing More, and Mathematics.

Individualized Instruction: A Book of Readings
by E. Gene Talbert and Lavry E. Frase, 1972

Charles E. Merrill

Individualizing instruction is an important concern of teacher-coordinators. This book can be of aid inasmuch as it provides a wide selection of readings on all aspects of individualizing instruction. Moreover, the readings are practice oriented. They are grouped under three main headings: Why Individualize? Teacher Skills, and Instructional Materials.

Individualized Instruction: Teaching Strategies Focusing on the Learner
by G. Ray Musgrave, 1975

Allyn and Bacon

Musgrave's text attempts to put theory into practice. This book details aspects of student-centric teaching methods, instructional formations, intra-class grouping procedures, independent study methods, student evaluation, and learner objective teacher plans.

Instructional Design
by Jerrold Kemp, 1971

Fearon Publishers

Teachers and curriculum planners will find Instructional Design useful as they develop and change instructional programs. The author stresses a systems approach to instructional design. Topics include: Student Characteristics, Learning Objectives, Subject Content, Pretest, Teaching Learning Activities and Resources, Support Services and Evaluation.

Learning Packages in American Education
by Philip G. Kapfer and Miriam B. Kapfer, 1973

Educational Technology Publications

The authors have provided a comprehensive volume of readings on the use and development of Learning Packages. The various forms of Learning Packages are identified and their components discussed in detail. Classroom management procedures are also covered in detail, and the topic of materials for individualized instruction is discussed. In short, the volume is a practical and useful treatment of the topic of Learning Packages and has particular value for teacher-coordinators who are faced with the necessity of dealing with diverse student groups.

Managing Instructional Problems
by Judith Worrell and C. Michael Nelson, 1974

McGraw-Hill Book Co.

The aim of this book is to help teachers deal with the wide range of problems found in both regular and special classrooms. The book focuses on the kinds of problem behaviors that every teacher can expect to encounter. The major emphasis is on behaviorally based decision-making processes and intervention strategies, including educational assessment, developing home-school programs, counseling and behavior modification. Situations and alternative strategies are presented in a framework consistent with the problems likely to confront teachers. The first two chapters include the basic principles of a behavioral/educational approach to problem-solving. Later chapters consist of description and analysis of problem areas, followed by illustrative case studies.

Motivating Children: Behavior Modification
by Walter Vernon, 1972

Holt, Rinehart and Winston, Inc.

Vernon's book is for beginners--that is, persons experienced in teaching, but beginners in the principles of operant conditioning. The style of writing is deliberately simple and communicative, and extensive references to background research are not included. The book covers the basic principles of behavior modification, and uses many examples of applications to the classroom. A section is included which discusses the specific use of behavior modification in high school learning situations. Information is also provided which will help the teacher get a behavior modification program started in his or her classroom. The last chapter deals with some of the arguments and questions that can arise concerning behavior modification. A glossary of terms is included in the back of the text.

Objectives for Instructional Evaluation
by Robert J. Kibler, Donald J. Cegala, Larry L. Barker and David T. Miles, 1974

Allyn and Bacon

This book stresses the relationship between objectives and instruction. Distinctions among types of objectives are made and a discussion of the analysis of human behavior is included. A chapter of programmed instruction designed to teach readers how to write instructional objectives is also provided. Many examples of instructional objectives as well as suggestions on how they can be used with specific kinds of evaluation procedures are presented. The appendices include a wide variety of sample objectives and test items drawing from actual instructional units.

Teacher Tactics
by Robert Canei

Ohio State University
Distributive Educational Materials Lab

Teacher Tactics is a summation of the ideas, resources, and techniques that a cooperative teacher might like to consult as he prepares his program. The material can be used for teacher-training (methods) classes. The booklet is a part of "Ohio's Monthly Mailing" for high school and adult distributive teachers and consists of eight mailings per year.

Teaching/Discipline: A Positive Approach for Educational Development
by Charles Madsen, Jr., and Clifford Madsen

Allyn and Bacon, Inc.

Teaching/Discipline is a three part book written especially for the teacher and intended as a teacher's guide in the use of behavioral principles relating to classroom discipline and subject matter presentation. Part I is organized in a question and answer format designed to help clarify the main issues in teaching and discipline in the classroom. Part II contains a selected summary of scientific and professional practices which are relevant, transferable and directly applicable to classroom teaching. Part III is concerned with the effect of teacher responses on student behavior. A bibliography of books and articles and a glossary of terms are also provided. The purpose of this book is twofold: to stimulate greater efficiency in the classroom and to provide teachers with the opportunity to take advantage of the benefits accrued through scientific research.

Teaching With Feeling
by Herbert Greenberg, 1969

Bobbs-Merrill, Co., Inc.

The purpose of this book is to open up for public consideration a significant area of the teacher's life--her inner world, her feelings, her emotional being. This book explores the subjective dimension of teaching, consisting of the private thoughts and feelings teachers have about pupils, supervisors, colleagues, and parents, and the feelings they have about themselves. The book is divided into 15 chapters covering the following topics: Likes and Dislikes; The Angry Teacher; Middle Class Shock; The Guts of Discipline; Surviving the First Year; The Principal: Whose Side is He On?; Colleagues; Parents' Mood and the Teacher; The Teacher's Private Hell; Sex in the Classroom; Race in the Classroom; Dealing with Feelings; and Uniqueness: The Paradox of Self-Discovery.

Writing Instructional Objectives
by Caroline Dillman and Harold Rahmlow, 1972

Fearon Publishers

This small paperback is highly useful for assisting the teacher in writing behavioral objectives. Since it is designed for the practioner, ample illustrations and exercises are provided. Sample chapters include: Writing the Perfect

Objective, Structuring Objectives, Finding the Right Verb, Style Techniques and Checklists, and Worksheets. The authors also cover the important topic of relating evaluation items to objective statements. Highly recommended.

counseling and career awareness

Students encounter many personal adjustment and career decision problems in the course of their everyday work experiences. The selected resources provided in this section should aid the teacher-coordinator in dealing with the various counseling and guidance situations encountered.

Career Development Activities (Grades 7-12)
by Larry J. Kenneke

ITT Educational Publishing

Current emphasis on career education requires teachers of all disciplines to integrate career development activities with ongoing programs. It is the intent of this manual to provide teachers and educational personnel at every level with suggestions on how to integrate career development activities with traditional subject matter. The activities do not require any curricular revision, but rather serve as a means by which teachers can readily implement career education concepts with minimal disruption of ongoing programs. A collection of career development activities, this manual is a tool to be used by a classroom teacher or guidance person as a first step in achieving a totally integrated program which leads to individual career awareness, exploration of tentative life careers, emphasis on selected occupations, subsequent job specialization, and eventual gainful employment. The manual has ten sections containing 124 student activities designed to facilitate career development.

Contents: Employment Opportunities; Understanding Work; Understanding Yourself; Career Profiles; Describing the Worker; Organized Labor; Starting a Business; Career Preparation; Getting a Job; and Holding a Job.

Instructors Guide: The purpose of this guide is to help teachers effectively use the career development activities contained within the student manual. It illustrates how career activities and subject matter can be integrated with minimal disruption of ongoing programs. The guide specifies student outcomes, cites specific examples of how to blend career activities with content, presents implementation guidelines, suggests methods and media, and describes evaluation techniques.

Career Development--Job Placement

Rutgers, Kilmer Campus

The first thirty-four pages of this text develop the concept of job placement. This development starts with a detailed identification of the nature of the problem of placement and a rationale for handling that problem. Sections three and four go to the very heart of the issue by providing specific, concrete suggestions for the initiation and operation of a job placement program. The last twenty-nine pages report some of the information gained in the operation of five experimental job placement programs.

Career Education Resource Guide
by James Bottoms, Rupert Evans, Kenneth Hoyt and Jack Willers, 1972

General Learning Corporation

This book was written largely by classroom teachers for classroom teachers. Its basic purpose is to encourage instructors to become actively involved in career education in the classroom. Its more specific goal is to provide the classroom teacher with examples of how career education can be put into practice in the classroom. The book is divided into three sections: 1) Kindergarten/Elementary, 2) Middle/ Junior High and 3) High School/Adult. Each section of the book includes a number of career education activities for use by the classroom teacher with his or her students. A general introduction includes a discussion on the rationale behind career education; the basic assumptions of career education; the nature of career education; and the role of the classroom teacher in career education.

Counseling for Career Development
by E. L. Tolbert, 1974

Houghton Mifflin Co.

Tolbert has designed this text for use by persons involved in secondary school counseling. It was written for the guidance counselor, but can be useful for teachers who find themselves in the position of counseling or guiding their students. The emphasis of the book is on practical applications supported by relevant theory and research. Illustrative cases are presented and programs are described. The framework of principles and practices provides a foundation upon which the counselor can build as he gains experience and tries out new ideas. The book is divided into

11 chapters, and covers such topics as: understanding career development factors, the information system, finding and organizing information, decision making, and placement counseling.

Counseling: Philosophy, Theory and Practice
by Dugald Arbuckle, 1970

Allyn and Bacon, Inc.

This book is an introduction to counseling. It is written for anyone who is involved in a relationship with another person, but centers mainly on the educational situation and the school counselor. The book is divided into four main parts. Part 1 is on the philosophy of counseling. Part 2 covers the counselor as a person and the functions of a counselor. Part 3 discusses the nature of counseling. This section covers theories of counseling, the counseling process, practical issues and ethical issues. Part 4 covers the counseling experience: the beginning, counselor involvement, and termination.

Guidance Systems: An Introduction to Student Personnel Work
by Donald Blocher, Richard E. Dustin, and Dugan Willis, 1971

The Ronald Press Company

A teacher or guidance worker should be able to relate himself effectively to the community and to social systems within the school that influence student development. To facilitate this aim, three major components of the guidance program are described in terms of the "Relationship System," the "Communications System" and the "Information System." These guidance systems are described in light of modern social psychological research. Separate chapters deal with aspects of human development, the impact of student sub-cultures, and the special problems of guidance in inner city schools. Each chapter contains a number of illustrative examples that present the kinds of problems and situations encountered in field settings.

Introduction to Vocations for the Educable Mentally Retarded

Rutgers, Kilmer Campus

Designed as an aid for the teacher, this text is a part of career development for a specific group. It covers the following topics: general plans, the student as a member of society, economic aspects of living, exploratory units on occupational employment information, bibliography, information form, occupational interest form, and jobs for the retarded.

Manpower and Economic Education
by Robert L. Darcy and Phillip E. Powell, 1973

Love Publishing Company

Manpower and Economic Education is a personal and social approach to career education. While it is suitable for use by the advanced student, it can probably be best utilized by the teacher-coordinator as a source of information for preparing class lessons and discussions. There are six basic units covered in the text: 1) Work, 2) the American Economy, 3) the Manpower Market, 4) Career Opportunities, 5) Decision making and 6) Knowledge. These units also cover the three economic roles the individual plays in society: consumer, worker, and citizen. Highly recommended.

Occupational Careers
by Walter L. Slocum

Aldine Publishing Co.

Occupational Careers is a useful introduction to the field of occupational sociology. Many topics of importance to the teacher-coordinator are covered with clarity, while being treated in sufficient depth to provide the level of understanding necessary for adaptation to classroom use. The major social and cultural factors and processes involved in occupational choice, preparation and achievement are covered. A wide range of material is drawn upon, sources are well documented and ample references are given.

Orientation to Employment: Cooperative Education
1973

Missouri State Department of Education

The purpose of this study guide is to aid teacher coordinators in teaching the general employment information needed by young beginning employees. Each assignment sheet is devoted to a particular topic related to cooperative education and the world of work. Included in each assignment sheet is an introductory paragraph delineating the area to be covered and its relevancy to both school and work. This is followed by an assignment, which usually requires the student to read a reference book or the information sheet that follows. A list of suggested reference books is included, a few of which are to be chosen as reading assignments. Questions pertaining to the reading assignments come next, requiring the student to recall and apply the materials contained in the references. Finally, the student is asked to work on problems and projects related to the subject matter of the section. Usually the projects involve small group participation.

The Teacher's Role in Career Development
by W. Tennyson, T. Soldahl, and C. Mueller

Minnesota
Department of Education

The aim of this booklet is to introduce classroom teachers to the possibilities of contributing to the vocational development of students through the media of school subjects. The booklet is divided into 6 chapters covering the following topics: the teacher's role, realities of the work world, forecast of the future, sources of occupational information, relating high school subjects to careers, and post high school education.

Various Assessment and Guidance Tools, Tests, Individual Learning Courses and Training Aids
by Educators Assistance Institute

Subsidiary of Systems Development Corp.

This program consists of a variety of different materials aimed at reading/listening/observing levels ranging from the 6th to the 14th grade. It contains manuals for teaching career decision-making, self-assessment surveys, pictorial inventory of careers, electronic careers technology, risk taking attitude values survey and career education films.

Work In America, Report of a Special Task Force to the Secretary of Health, Education, and Welfare, 1973

MIT Press

Work in America is the report of a special task force on the many facets of work. The report is divided into 7 chapters. The first chapter discusses the functions of work and its centrality in the lives of most adults. The second chapter deals with problems of American workers and the effects of these problems on various segments of society. In the third chapter the physical and mental health costs of jobs are reviewed. The redesign of jobs to increase productivity and participation is covered in chapter 4. Work, education and job mobility are discussed in chapter 5 and federal work strategies in relation to creation of jobs, manpower and welfare are reviewed in chapter 6. Concluding remarks are included in chapter 7. This book is an excellent resource for the coordinator.

research

As interest in Cooperative Work Experience has expanded, there has been an accompanying increase in related research. While some of this research pertains mainly to theoretical issues, a great deal of it has value to the coordinator because of its practicality. The research reviewed below provides: 1) information relating to writing reports and public information releases, 2) a source of ideas for program improvement and innovation and 3) important check points by which the teacher-coordinator can compare his own program.

Case Studies of Fifty Representative Work Education Programs
by Steven M. Frankel, ED 081997

ERIC Clearinghouse, Bethesda

Information gathered from questionnaires, interviews, and on-site visitation is presented for 50 representative program sites in the United States at which work education projects are in operation. A summary of each program's history, organization, goals, student and faculty composition, work environment, and mode of operation is provided. Each report also discusses the successes and problems of the program or of the way it operates, and impressions of staff members who visited each site. Tables of pertinent data are included for each project. This report can be useful inasmuch as it provides a comprehensive overview of a variety of cooperative programs, and can thus serve as a source for innovative ideas.

Cooperative Work Experience Education--A Study in Success: Twenty-Six to Forty Years Later
by L. O. Brockman, 1972, ED 079555

California State College, Fullerton
or ERIC Clearinghouse, Bethesda

This study was undertaken to provide an analysis of the reactions of students toward a cooperative work experience education program 26 to 40 years after their involvement. Major emphasis was placed on topics such as vocational choice, getting and holding a job, human relations, citizenship education, related instruction, education beyond high school, jobs held since graduation, armed services participation, and income range. The study included 423 respondents.

An Economic and Institutional Analysis of the Cooperative Vocational Education Program in Dayton, Ohio
by Ernst W. Stromsdorfer and James S. Fackler, 1973, ED 083463

ERIC Clearinghouse, Bethesda

An examination of the economic and institutional impact of cooperative vocational education on the employment, earnings and educational performance of the 1966 and 1970 graduation cohorts of Patterson High School, Dayton, Ohio, is presented in this study. The performance of these groups is contrasted with that of students in the comprehensive high schools for the same time period. The results of this study indicate a mixed picture of performance for cooperative education, especially when models employing multiple regression are used. However, the program is clearly a desirable educational alternative for some high school students. A bibliography of the economic analysis of cooperative vocational education as well as a survey of the methodologies of these studies is included in the analysis. Information from the study can be of use to individuals concerned with exploring the benefits and problems associated with cooperative programs.

Executive Summary: An Assessment of School-Supervised Work Education Programs, Technical Memorandum 5195/003/00

U. S. Department of Health, Education and Welfare
Office of Education

This document summarizes the significant findings, overall methodology, and policy recommendations for the study "An Assessment of School-Supervised Work Education Programs," which was conducted by System Development Corporation for the Office of Planning, Budgeting, and Evaluation of the U. S. Office of Education.

The first section of the document describes the different types of work education programs dealt with in the study. Section two gives a listing of significant findings.

Part-Time Employment Study. Class of 1973--Lewiston High School. Educational Experiences Outside the Classroom, ED 087967

ERIC Clearinghouse, Bethesda

This study sought to identify and categorize the responses of more than 1600 high school juniors to determine the impact of employment on the student, school, and community. Those students who were employed were found to be a potent force on the local labor market in terms of jobs held, hours worked, money earned, and potential for money saved and spent in the local economy. The findings of the study provide useful information in examining the interaction of the student and local labor market.

A Reference Bibliography for General Work Experience and Cooperative Occupational Plans of Instruction
by Peter G. Haines and David Hyslop, ED 065732

ERIC Clearinghouse, Bethesda

As a bibliography of reference materials on cooperative education and general work experience programs, this text will prove useful to teachers, coordinators, and administrators in inservice courses and to graduate students who seek in-depth information. The bibliography indexes items according to operational functions.

Review and Analysis of Instructional Materials for Cooperative Vocational Education
by Harold R. Wallace, 1972

ERIC Clearinghouse on Vocational and Technical Education, Ohio

The main purpose of this book is to make educators aware of developments within the field of cooperative education. The three learning situations in coop programs, 1) vocational course work, 2) training stations, and 3) related classwork are described. Curriculum materials are reviewed for teacher as well as student use and are evaluated for validity, enrichment potential and student involvement. There are 2 types of materials reviewed: those concerned with related instruction and those designed for a cluster of occupations. The booklet ends with a brief review of eleven periodical articles.

Review and Synthesis of Research on Cooperative Vocational Education, Research Series No. 60 ED 040274
by Harold R. Wallace

ERIC Clearinghouse, Ohio

Over two hundred research studies covering the period from 1934 to 1969 are reviewed. The review is organized into the following topics: The Student Learner, The Employment Community, Educational Technology, Program Implementation and Priorities, and Problems and Issues.

School, Community and Youth. Statewide Evaluation of Part G Programs in Cooperative Vocational Education in the State of Illinois, 1971-1972, ED 066559

ERIC Clearinghouse, Bethesda

This document represents an evaluation of the two types of educational programs that were designed to reach the potential dropout of 14-15 years of age and the early school leaver. The first program, known as the Work Experience and Career Exploration Program (WECEP), was developed to expose potential dropouts to the world of work and to impress upon them the importance of a high school education. The second program, the Early School Learning Program (ESL), provides an opportunity to upgrade job skills by exploring the world of work and by acquiring greater academic skills.

A Study of the Status and Effectiveness of Cooperative Office Education in New Jersey, 1968-69
by Carmela C. Kingston, 1970, ED 060182

ERIC Clearinghouse, Bethesda

This monograph summarizes a doctoral study on the effectiveness and status of New Jersey's cooperative business education programs.

Work Education: A Topical Bibliography of Programs, Procedures and Research
by Trudy Banta, ED 090414

ERIC Clearinghouse, Bethesda

An extensive review of literature relating to cooperative work education is represented in this bibliography. Over 900 separate listings are included. The entries are organized under the following categories: Development of Work Education Programs; Operational Details of Work Education Programs (teacher-coordinator responsibilities, instructional strategies and materials, problems); Research and Demonstration Projects (experimental and descriptive studies, demonstration projects); Descriptions of Specific Work Education Projects (innovative programs, typical programs, teacher preparation programs, programs for deaf and hard of hearing, slow learners, educable mentally retarded, blind, physically and emotionally handicapped); Followup and Evaluation of Work Education Programs; Career Education; General; and Bibliographies.

Work Experience as Preparation for Adulthood: A Review of Federal Job Training, Vocational, and Career Education Programs, An Analysis of Current Research, and Recommendations for Future Research
by Ellen Searcy, Interagency Panel for R and D on Adolescence, Washington, D. C., May, 1973, ED 079504

ERIC Clearinghouse, Bethesda

A review and analysis was made of Federal work experience programs to provide the Interagency Panel for Research and Development on Adolescence with information on: 1) the effect of work experience on adolescent development, 2) the kinds of learning that occur outside the traditional classroom setting, 3) whether or not experimental learning in real life situations leads to the development of personality traits and social skills that are useful for success in life as well as success on the job, and 4) areas in need of research.

Work Experience for Broadening Occupational Offerings: A Selected Bibliography for Use in Program Development
by David McCracken, 1969, ED 034062

ERIC Clearinghouse, Ohio

An older, but nevertheless, useful bibliography on work experience programs.

Work Experience; Research for Accountability
Office of Education (DHEW), Washington, D. C., 1971, ED 068719

ERIC Clearinghouse, Bethesda

This extensive, color-keyed program guide for general, exploratory, and vocational work experience education programs in California was developed by work experience coordinators, professors, state and local administrators, and various district teams to pilot test at the secondary and university levels. General, exploratory, and vocational goals are given separately, each including specific program goals and performance objectives. Terminal objectives, student performance criteria, and student record sheets provided for pre- and post-assessment purposes are listed separately. Various work experience program forms are included.

part two

RESOURCES FOR STUDENTS

The resource materials included in Part Two are designed for student use either individually or in a group instruction setting. These materials, moreover, relate both to in-school and on-the-job training. A primary goal of Cooperative Work Experience is to strengthen the linkage between the "real world" activities of the training station and in-school instruction. The resource materials included in Part Two should aid the teacher in developing an instructional program that will coorelate in-school and on-the-job instruction. The material included in the section on Career Awareness can be used to help students make realistic career choices and explore the working conditions, employment outlook, job qualifications and training and advancement opportunities of specific occupational areas. The material included in the section on Personal Adjustment can aid individual students in dealing with the many problems and adjustments they must make in the normal course of moving into the everyday work world. Similarly, the material included in the section on Job Entry and Adjustment should be of considerable usefulness to the student in dealing with problems and situations encountered in finding and holding a job. Finally, the section on Job Training includes resource materials directly related to acquiring job skills and technical knowledge in selected occupational fields.

In some cases the resource materials include content relating to more than one section. In such cases, the entry was either placed in the section that seemed to relate most directly to the content, or else was cross-indexed in more than one section. It is suggested that the teacher-coordinator write to the publisher to obtain a review copy and price list before ordering classroom materials. The publishers are listed in Part Three. Also included in Part Three is a listing of additional sources of low cost instructional materials.

career awareness

Cooperative programs can contribute to the general career development of the student by providing career exploration information or by making that information readily accessable. In the case of high school students, making such material available is essential, since students of this age group are involved in making career decisions which may well have a decisive impact on their future. Moreover, the opportunity to work on the job enables the student to compare his aspirations and prior conceptions with a "real life" situation. Thus, the student is likely to become more aware of the need to be open to new ideas, to search out alternatives to once firmly held plans, and to seek information on training opportunities.

The materials included in this section should aid the coordinator in assisting the student in the process of exploring careers. Information on the employment outlook in selected occupations, decision-making, career facts and general career exploration can be used by the student independently or the teacher-coordinator can integrate the information into the regular classroom program.

Career Awareness Series, "The Fascinating World of Work." 1974

National Career Consultants, Inc.

Fifteen major careers are explored in a series consisting of sixteen cassettes, filmstrips, teacher's guides, and student work sheets. Geared for the average and above average student, these presentations give both the good and bad points of a career. Each career is explored from a "lifestyle" perspective.

Career Decisions
by Delmont Byrn, 1969

National Vocational Guidance Association

Directed towards teenagers, this pamphlet describes the kind of future they can expect during their wage-earning years. An understanding of one's abilities, personality, interests, values, standards, school achievement and credentials for work are shown as vital factors in the student's self-concept in emerging adulthood. A description of the working world contains employment and labor statistics, working conditions, and occupational outlook.

Career Development Activities
by Larry Kenneke, 1973

ITT Educational Publishing

The purpose of this manual is to provide teachers and educational personnel with suggestions for integrating career development activities with traditional subject matter. The manual is divided into ten sections containing 124 student activities designed to facilitate career development.

The ten sections present activities on the following topics: Employment Opportunities, Understanding Work, Understanding Yourself, Career Profiles, Describing the Worker, Organized Labor, Starting Your Own Business, Career Preparation, Getting a Job, and Holding a Job. The activities serve as a means by which teachers can implement career education concepts with minimal disruption of ongoing programs.

Career Development Laboratory

Educational Progress Corporation

Sixty taped interviews, 100 survey forms, 1 teacher's guide, and 1 announcement poster make up this lab. It is intended for use with grades 8 through 13. Forty percent of the taped interviews deal with nonprofessional and technical occupations. The program is self-contained and is intended to be used without supervision.

Career Directions Program

Changing Times Education Service

At the core of this flexible resource kit for career education is a series of filmed interviews of people in a variety of jobs. The kit is divided into four sequential units, each of which is self-contained. Each unit includes 2 sound filmstrips, 30 copies of a student booklet of readings and activities, 2 transparencies, 2 spirit masters, and a teaching guide. Unit titles are: Deciding on Your Career; Choosing the Kind of Job You Want; Entering the Job Market; Staying With It and Getting Ahead.

Career Education

National Audiovisual Center

After briefly reviewing ideas concerning the need for change in the American educational system, this film illustrates approaches to the needed change as presented in the original film entitled "Career Education." It explains the fundamental concepts of career education at the "occupational awareness" phase," the "exploratory phase," "entry job skill development phase," or continuation phase. Implications to the general public, school boards, school administrators and teachers are enumerated. Current Federal, State, and Local efforts in the development and implementation of the career education concept are presented. The respective roles and appropriate action steps for State and Local implementation of the career education concept are listed. This film was developed to bring about concerted efforts to make career education an integral part of the educational system.

Career Education in the Environment: A Handbook

Olympus Research Corporation

This handbook is designed for use in secondary schools. Its aim is to explore environmental problems and solutions and to provide information on existing and emerging career opportunities in this field. It is designed for use by school administrators, curriculum planners, life science and social science instructors, vocational counselors, librarians and students. The handbook is divided into 4 chapters: Career Education and the Environment, Environmental Careers, Environmental Education Curriculum and Bibliography.

Career Education Kit

by A. H. Edgerton

Science Research Associates, Inc.

The Career Education Kit is designed to provide students, school guidance workers and others with reliable occupational and educational information essential to:

1. choosing a career.
2. making plans for training and employment.

The materials contained in the career information kit are organized in an immediately available form by means of coded (numbered) file folders. The total contents cover practically all of the principle employment areas recognized by the U. S. Bureau of Labor Statistics.

The filing system of the kit has been built into two related sections: (1) occupation information, which contains 204 folders including approximately 600 pieces of occupational literature on the overall job picture, long-term occupational trends, and predictions of specific career possibilities and requirements; estimates of authorities concerning the employment outlook for new job opportunities; and detailed information about specific jobs and job families, as well as broader areas and divisions of work and (2) a collection of practical guidance materials dealing with a wide range of problems in educational preparation and planning, self-analysis and self-adjustment and job performance pointers and related practical suggestions.

The vocabulary used in the career information kit should not prove difficult for the average high school student interested in exploring a wide range of careers.

Career Exploration
1972

Acoustifone Corporation

Over 100 career titles are contained in this series. It is composed of 20 kits, each containing six filmstrips and cassette tapes covering the sixteen job clusters. Career Exploration is an excellent series for the average and below average student. The information deals with job content, prerequisites, and tangible and intangible benefits.

Career Exploration

Kung, Inc.

This text is a Teacher Transparency Workbook in Social Studies. It provides easy to use, easy to understand color transparencies, and focuses on specific, universally taught concepts. Student worksheets, in the form of spirit duplicator masters, are included in the book. They are designed for group and independent study and are to be removed from the book and reproduced for use in seatwork activities. This text was designed for high school students. The concepts presented are basic to the study of different careers and corresponding educational levels.

Career Exploration and Planning
by Bruce E. Shertzer, 1973

Houghton Mifflin Company

Although this textbook was designed for use by high school students, its vocabulary is a bit advanced for the average cooperative vocational education student. However, the teacher will find the book invaluable in terms of supplementary material for such courses as Job Problems, Career Exploration and Planning, and Job Seeking Techniques. The basic topics of this text are self-study and understanding and occupational exploration and career planning. The major objectives of the book are to assist the student in the following ways:

1. To come to a personal understanding of the meaning and value of education.
2. To understand himself better and to understand the behavior of others.

Career Exploration and Planning, Student's Workbook
by Bruce E. Shertzer, 1973

Houghton Mifflin Company

Designed to accompany the textbook, Career Exploration and Planning, this workbook can help the student evaluate his knowledge of the textbook and broaden and stimulate his thinking about himself and his future.

Two kinds of material are presented in the workbook. For each chapter studied, there is a "Review of Text Material Section." Also, for each chapter, there are various individual and group activities which allow the student to answer different kinds of questions, express his opinions and discuss his views with other members of the class.

Also included in the workbook is an Inventory of Career Exploration Behaviors which will aid the student in gauging his progress in exploring career opportunities.

A Career in the Modern Office, Part 1: Opportunities in Today's Office, by Phyllis Morrison, 1969

Gregg Division
McGraw-Hill Book Co.

The methods of planning for a career are presented in the first chapter of this textbook. Students are encouraged to look at themselves closely, look over the world of work, then look closely at a few careers. The text looks at important statistics and lists job advantages and disadvantages. Opportunities for men and women, young and old are discussed. Several chapters deal with the advantages and disadvantages of working in a large or a small business office. The business careers presented in the book are: typist, file clerk, office-machines operator, shipping and receiving clerk, and receptionist.

Career Orientation, Film

Coronet Films

A group of students and their counselor examine scholastic achievement, aptitude and interest tests--the basic types used to guide students toward the selection of a satisfying occupation. The basic groups of aptitudes and interests are fully illustrated in scenes detailing a variety of occupational categories. Individual counseling and consideration of scholastic record and extracurricular activities are stressed as necessary adjuncts of testing.

Career Skills Matrix--A Guide for Occupational Readiness
1974

The Westinghouse Learning Corporation

This informative Career Skills Matrix enables secondary students to make realistic judgements of entry level jobs. This information is designed for secondary and post-secondary levels, with a guide for occupational readiness in a new, highly visual approach to vocational guidance.

The Career Skills Matrix can be used as a tool for Career Awareness and Orientation. Each matrix explores in depth five jobs characteristic of one of the 15 job families or clusters, patterned after those suggested by the U. S. Office of Education.

Each of these jobs is analyzed in terms of:

1. Job performance relationships.
2. Significant worker traits.
3. Requisite general and vocational education.

Alpha-numeric symbols are used on each chart to key the relationships, traits, and educational requirements relevant to each job shown, and to assist in readability.

Career World: The Continuing Guide to Careers

Curriculum Innovations, Inc.

Career World is a periodical on the job world that is designed for high school students. It is published monthly during the school year, beginning in mid-September and ending in mid-May. Each issue includes an overview of one job area, some special interest articles, and a section on jobs for students, among other things. Subscription price is $2.95 per student per school year. An excellent instructional aid.

Careers, Film
1973

Pathescope Educational Films, Inc.

Twenty-four career fields are examined in this special program. Part I provides the viewer with a broad picture of a career area, using interviews with real people working on the job. It stresses the importance of a specific career to society and says to the viewer, "This is the kind of work you would be doing. This is how you would do it. This is where you would work. These are the people with whom you would be working. Is this career for you?"

Part II stresses the need for having the proper aptitude, attitude, and academic qualifications, and helps to distinguish what kind of person is personally fitted for that career.

At the end of each manual is a list of books and agencies that can be consulted for further information on that career. The careers covered are:

Nursing
Health Services
Journalism
Computers
Business Administration
Sales
Education
Law Enforcement
Construction
Agriculture
Transportation
Engineering
Community Service
Food Service
Graphic Arts
Fashion and Textiles
Repair Work
Government Service
Conservation
Leisure Time Industry
Social Work
Show Business
Auto Service and Repair
Public Utilities

"Careers and Lifestyles", Sound Filmstrip

Guidance Associates

This filmstrip is designed to emphasize the relationships inherent, yet many times overlooked, between personal adjustments and occupational decisions. It is designed to help young people conceptualize a career as a flexible, change-centered aspect of their future lives and lifestyles.

The eight-part program spotlights interesting individuals at richly detailed present points in personal and career development. Autobiographical insights focus on decision making which led to present-point situations; explore personal values; and emphasize the powerful relationship between personality and career choice.

The program emphasizes two important aspects of career development: First, that there are no "right answers" or magic cure-all types of remedies to career choice problems. Individuals must find a workable series of answers through awareness of personal values, interests, abilities, and resources. And secondly, that temporary setbacks and conflicts are universal experiences; realistic optimism is a valuable asset in career planning.

Careers by Hoffman

Hoffman Occupational Learning Systems

The contents of this Occupational Learning System consist of cassette recordings along with related filmstrips for 25 occupations ranging from Licensed Vocational Nurse to Photographer. The activity is approximately ten minutes in length, so that the average Cooperative Vocational Education student will have little difficulty in maintaining his interest. Used together, the film and cassette explain the particular occupation in terms of qualifications necessary for employment, what the job entails, pay scales, and possibilities for advancement. The wide range of careers presented in this packet make it useful for the average as well as the above-average high school student.

This is a change of pace type activity which can be used by the student on an individualized basis.

Careers: Exploration and Decision
by Jack L. Rettig

Prentice-Hall Educational Book Division

The main intent of this textbook is to help students make rational decisions affecting their futures. Its major objectives are to:

1. Help students analyze their own needs.
2. Help stimulate self-awareness.
3. Inform students of the satisfaction they may receive from their working experience.
4. Prepare students for what they must realistically expect to put into their work.

The textbook is a 128 page long, paperbound edition. The vocabulary is geared for grades 7 through 11 and should not prove difficult for the average high school student.

Careers in Law Enforcement, Film

Pathescope Educational Films, Inc.

This film gives a complete overview of the law enforcement field, examining not only the general functions and potential satisfactions of policework, but the problems, dangers, and challenges that can arise in the role of being a policeman or policewoman. It stresses the need for such people to be able to handle a large variety of duties, emergencies and problems--not all of which are concerned with crime or violence. Police work is presented as a job which combines personal challenge, on and off duty, with a chance to help society. This film also describes the professional standing of police work--the strong job security, the opportunities for advancement, and the possibilities for in-service education, including college degrees.

Careers in Repair Work, Film

Pathescope Educational Films, Inc.

Through interviews, this material presents the personality traits and aptitudes needed by people who wish to work in domestic and industrial repair work. The satisfactions and disadvantages of a wide range of jobs are discussed.

Careers-Introduction to the World of Work
1973

Career Discovery Education Program

This program consists of an introductory unit showing a wide range of careers designed to give students insights into how interests, goals, and personality affect career choice. The Unit is based on 8 filmstrips with records and an accompanying workbook containing a chapter on each filmstrip. The filmstrips are organized around the U.S.O.E. career clusters. The paperback workbooks are written on and are appropriate for an 8th to 10th grade reading level.

Careers of the Paraprofessions: Future and the Present
by Sara Splaver, 1972

Simon and Schuster, Inc.

Recommended for the average and above average secondary school reader, this book explains the role of paraprofessionals in the fields of architecture, urban planning, teaching, law, medicine, forestry and others. The text is informative reading for coordinators and students.

Catelogue for Guidance and Career Development, Sound Filmstrip

Guidance Associates

Detailed descriptions of the full-color sound filmstrips produced by Guidance Associates are provided in this catalogue. Included are films on family relationships, health and drug abuse education, high school orientation, and career development.

Choosing a Vocation, Film

Current Affairs

The main point of this filmstrip is to present the idea that the unskilled worker is at the low end of the pay scale, and will probably stay there. The film also attempts to motivate students toward establishing a goal before they graduate from school. The combined effect of these two points is an emphasis on the need to plan for and then obtain a skill in order to qualify for a job with the potential for advancement.

Discovery: A Career Education Program

by John Freeman

Scholastic Book Services

Discovery is a program that is best used on an individual basis. By using the filmstrip and a career log, students have a chance to find out more about themselves and careers that may be of great interest to them. This self analysis is interesting and viable to most students.

The aim of this program is to get students to look at many different careers and to think about themselves as much as possible. This helps them to keep an open mind about many careers which may have little interest to them now.

The Encyclopedia of Careers and Vocational Guidance. Volume I: Planning Your Career. Volume II: Careers and Occupations

by William Hopke, 1972

J. G. Ferguson Publishing Co., 1972

The Encyclopedia of Careers and Vocational Guidance is designed to be used by junior and senior high school students, their parents and school counselors who have a need for both general and specific career information and for suggested approaches to educational and career planning. The encyclopedia contains information about major industries, special fields, vocational guidance and individual as well as major groupings of occupations covering 90% of the occupations classified by the Dictionary of Occupational Titles. Volume I is intended to supply ideas for guidance and to acquaint the student with various areas of work. Volume II is a reference book which gives specific information about many careers.

Essential Aspects of Career Planning and Development

The Interstate Printers and Publishers, Inc.

In describing the world of work, this book discusses: how to plan for it, how to work with others, employer-employee relations, job security and many other interesting subjects for the student who will be entering the working world upon graduation from high school. The text is designed for a secondary reading level.

High School Course Selection and Youth Career, Film

Maryland State Media Service Center

This program shows students how course selection can help them 1. Prepare for future training and education and 2. Pinpoint their own aptitudes, interests, and abilities. Part I emphasizes the importance of English, Math, Science, and History toward personal career growth, and discusses the values and purposes of academic, vocational and general diplomas. Part II relates elective courses to practical career plans: Language courses, Public Speaking, Mechanical Drawing, Home Economics, Cultural Enrichment courses; highlights the on-going value of extra curricular activities: school newspapers, band, sports, career and service clubs.

If You're Not Going to College

Guidance Associates

Part I is designed to start students thinking about realistic career possibilities in such fields as: the military, linguistics, fashion, performing arts, landscaping, hotels and resorts, drafting, and photography. It outlines the first important stages of career planning, including: measuring one's own needs and aptitudes, relating them to careers, selecting appropriate high school courses, mastering the job interview, and adjusting to the first job. Part II emphasizes the importance of specialized non-college training. It investigates various junior college and technical school programs, and examines the growing impact of automation and the resulting need for technically skilled personnel.

Individualized Related Instruction for Entering the World of Work
by Grady Kimbrell and Ben Vineyard, 1974

McKnight Career Publishers

Constructed as a text-activity manual, this book is primarily aimed at students who are not enrolled in a job related class but who are in a work study program. Although designed for the above, it can be of value in the job related class. The following areas are covered through readings and activities: Career Exploration, Applying for a Job, Employer-Employee Relationships, and a Self Inventory. The text is easy for students to read and is illustrated with amusing cartoons.

Job-O
by Arthur Cutler, Francis Ferry, Robert Kaulk, and
Robert Robinett, 1972

Sequoia School District

Job-O is an exploratory assessment kit aimed at helping the student find out what he would most like to do, what job best fits his interests, and what skills are needed to get that job. This is done by having the student answer questions about his educational and occupational plans, and about what kind of job he would like to have. His answers are then matched against answers correlated with various occupations. The objective is to give the student an idea of how his occupational plans match up with actual job requirements. Job-O does not measure ability or aptitude and a trained examiner is not required to administer it. Job-O questions students on very broad interests only, and while it might be useful in stimulating discussion, it is not a detailed or comprehensive occupational interest inventory.

Jobs and Gender, Filmstrip and Records

Guidance Associates

The lively, in-depth interviews in this set challenge stereotypes about "men's work" and "women's work." Pat Korbet, a carpenter, discusses how she entered her trade, her relations with co-workers, and the ways in which her work has affected her responsibilities as a mother. She also makes some general comments about carpentry as a field for women. Robert Pratt, a nurse, talks about his humanitarian motives, notes the increase in male nurses, and discusses the changing roles in clinical and administrative duties. Newspaper reporter Eleanor Kalter explains her start as a secretary, discusses her training program, and cites examples of lingering professional discrimination, and the areas in which she feels it is weakening.

Jobs--A Programmed Text
by William Anderson

Opportunities for Learning, Inc.

Anderson has developed a set of materials containing 10 programmed texts entitled "Jobs"; 10 student profiles; The Job Book; and an instructor's manual. The material is presented in story form around a male character named Joe. Content includes information on attitudes, appraisal of abilities, looking for work, and job interviews. Jobs is intended for all levels of educational ability.

Jobs in Your Future
by Merian Lee

Scholastic Book Service

Some students may think that a job is infinitly preferable to staying in school, since a job seems to bring in the money that can lead to the immediate acquisition of possessions. This text attempts to teach students that many of the basic skills they should learn in school are essential for survival in an automated society.

The book aims at taking the student from where he is now through a sequence which expresses his vocational interests, his skills, and his needs. Through stories and practical exercises, the student learns about eight career fields and the steps necessary for finding and keeping a job. Students on a below average or average high school level can make use of this book.

The Library of Career Counseling Films

Counselor Films, Inc.
Career Futures, Inc.

40 films covering many different careers are the contents of The Library of Career Counseling Films. This company has also made available a film entitled "The World of Work," which divides the working world into major categories and shows selected occupations in each. Students are encouraged to examine all career possibilities and the relationship between their own talents and interests and the requirements of major career fields.

Occupational Exploration Kit

Science Research Associates, Inc.

This Occupational Exploration Kit can be used by the average cooperative work experience student without difficulty. The kit contains an occupational scanner which enables the student to answer some questions about him/herself in terms of his/her special interests, math skills, educational plans, and verbal abilities. Based on this information the student then has an opportunity to choose from an alphabetical list of 200 occupational briefs according to his/her needs and abilities.

The kit also contains an Occupational Exploration Kit Student Record Book which gives explicit and easy to follow directions on how the kit operates. A checklist of occupations is included in the workbook for the student's use as well as an occudata sheet which can be helpful to the student in discussions about his/her future with parents, teachers and counselors.

Occupations
ed. by Caroline Blakely

New Readers Press

The following areas are covered in this guide to careers: service, service in government, paraprofessional, clerical, hotel and restaurant, driving, and skilled manual occupations.

Occupations 2
ed. by Dennis Schroeder

New Readers Press

Semiskilled, skilled, technical, clerical and sales, and paraprofessional occupations are covered in this text. This guide also deals with self-employed workers and jobs for supplementary income.

Occupations and Careers
by S. Norman Feingold and Sol Swerdloff, 1969

McGraw-Hill, Inc.

Part One of this two part textbook concerns itself with the student and his career. It explains the importance of learning about oneself and the relationship of school subjects and careers, preparation for work, the many kinds of educational and training opportunities open to the student and what it is really like to be a part of the work world. Part Two of this textbook concerns itself with broad occupational groups, such as professional technical occupations, administrative and managerial occupations, clerical occupations, sales occupations, etc. This section lists the qualifications and preparations needed to pursue each occupation, the earnings of that occupation, working conditions and an outlook for a large number of individual and occupational groups. The vocabulary in the textbook should not prove difficult for the average Cooperative Vocational Education student.

People and Choices ("PAC") Career Folios
by Division of Urban Education, 1971

Harcourt Brace Javanovich, Inc.

Of this series of ten career clusters, five clusters are now available in the Prince George's County Coordinator's media center: "Teaching-Social Work--Government;" "Business-Finance;" "Science-Technology;" "Communication-Transportation," and "Creative Arts".

Each cluster is composed of ten folios concerning an individual who is successful in a career. Each folio has some details of this individual's background and relates how he came to achieve job success. Many examples of minority success stories are available. The units are printed on extremely durable paper that appears to be as strong as oilcloth. Each episode is interesting and includes pictures and diagrams of related jobs. This series is useful as optional reading for a career and job opportunity course.

People Who Work in Factories, Film

Coronet Films

While following factory workers through a typical day, a young boy discovers how many people work together, combining their different skills in order to produce one of his favorite things--a bicycle.

A Place to Go, Film

Modern Talking Picture Service

This film shows three high school students getting a complete inside look at the modern trucking industry. They are shown the many job opportunities which exist for young people in the field.

Real People at Work

Changing Times Education Service

Sixty titles of case studies make up the contents of this series. Each study presents occupational information as well as some indication of the person's life style, interests, and hobbies. Sample titles include: Pest Controller, Office Worker, and Industrial Film Maker. The reading level is for 2nd and 3rd graders reading on level; for secondary students, adult basic ed., special ed. and slow learners who are reading well below level.

The Turner Career Guidance Series
by Richard H. Turner, 1968

Follett Publishing Company

Six areas of employment exploration are dealt with in this excellent series of paperback books (ex. "Wanting a Job," "Holding a Job," etc.). The material is on a high interest

54

level with a low reading level. The main thrust of Turner's work is its appeal to culturally deprived or culturally different children. The activities and exercises acquaint students with broad job classifications and the occupations within them.

The Turner Guidance Series
by Richard H. Turner, 1974

Follett Publishing Company

The six books in The Turner Guidance Series provide a continuous story of the practical job experiences of several young men and women. Each book deals with a major concern of occupational and career experience: identifying aptitudes; skills and abilities; taking on job training; working at specific occupations; seeking a new job through necessity; developing skills and responsibility; and finding satisfaction in a career. This series provides background and related information on the qualifications, education, training, and expectations in many occupational fields. In addition, it presents information on the forms, procedures, and operations of the world at work.

job entry and adjustment

An important goal of cooperative work experience programs is to aid the student in adjusting to a "real life" work environment. A job will often require behavior patterns which are new to students. Employers can have expectations difficult for students to fulfill at first. Interview behavior, peer interaction, employer-employee relations, job termination, conflict resolution, among other topics covered in this section, relate to important personal and non-technical skills essential in locating, securing and retaining a job.

Basic Job Skills: Handling Criticism, Film
by Dean R. Malsbary

Coronet Films, No. 3431

Different forms of criticism are presented in this film by using five examples in different occupations and work situations. Students are shown that people can face criticism in a calm, reasonable manner or in a negative manner, and that one choice leads to problem solving while the other leads to the breaking off of communication.

Basic Job Skills: Handling Responsibility, Film
by Dean R. Malsbary and Richard Zuromski

Coronet Films, No. 3482

As role-playing key participants in four different environments and job situations, young people demonstrate variations on the theme of handling responsibility. In each case, the characters play roles involving different levels of responsibility. After each presentation, a summary is made of the important points.

Basic Job Skills: Working with Money, Film
by Dean Malsbary

Coronet Films

Six young men and women working in service jobs and retail sales jobs give their impressions of what working with money is like. Each worker illustrates his or her daily routine, with special attention to handling cash, checks, credit cards, registers, receipts, and customer relations.

Farewell to Birdie McKeever, Film

Stuart Reynolds Productions

This film dramatizes how one's expectations of others affects communications, and illustrates how to listen with understanding. It presents a light and entertaining story about a receptionist and her employers. Underneath the humor, however, is a provocative situation which raises significant questions about employer-employee relationships and the whole area of understanding (and misunderstanding) between people.

Following Directions
by Evelyn Jenkins

Western Tape

Following Directions is a mini-simulation in which the student takes the role of an afternoon employee in a real estate office. The student is required to perform a number of functions--taking messages, clerical duties and general office work. The directions are on five cassette tapes. Also included is a set of forms, a student handbook and a teacher's manual.

All directions are given on tape so that the student must listen carefully and write down all information. Skill is also developed in determining the right kind of questions that need to be asked regarding various tasks. This simulation requires twelve hours to complete. It is recommended that students be in their third semester of typing.

Get That Job: Changing Jobs, Film

Coronet Films, No. 3548

This film focuses on a girl who is contemplating changing jobs. She learns how to objectively evaluate her present job before making a final decision, how to find new job leads, and how to properly resign from her old job.

Getting Along on Your Job
by Theodore Shannon, 1973

Ohio State Department of Education

Designed as a narrative account of 10 incidents in various job situations, this book provides the student preparing for employment with a variety of thought-provoking questions. They deal with behavior, work-attitudes, personal habits, honesty and safety practices on the job. Each incident ends in a series of questions that should initiate self-questioning and classroom discussion.

Getting and Keeping Your First Job, Film, with 2 discs and guide

Guidance Associates

Part I shows students how to select opportunities and make appointments through classified advertising and public and private job agencies; how to best prepare for and succeed in the job interview, take tests, and fit into the new job as quickly and smoothly as possible. Part II suggests ways to gain and hold the respect of fellow workers, accept constructive criticism from others, make just complaints effectively, present original ideas the right way and to the right person, surmount routine job problems, ask for an increase in wages, and most important, make the first job a learning experience which will benefit every job and career step that follows in years ahead.

How to Find and Apply for a Job
by Kushner and Keily, 1975

South-Western Publishing Co.

Designed to help anyone seeking a job, this book covers such topics as selling yourself, discovering opportunities, the personal interview, the application blank and letter of application.

How to Get That Job

Bowmar

How to Get That Job is a multi-media program consisting of books, records, and cassettes. It is designed for vocational educational students on a secondary reading/listening level. An instructor's handbook is included, which contains useful suggestions to help students successfully bridge the gap between hoping for employment and actually looking for and finding a job.

The Job Hunt, Film

Coronet Instructional Media

The Job Hunt is a series of 10 films which include the following titles: Exploring Career Opportunities; Getting Job Leads; Taking Employment Tests; Building Your Resume; Writing Letters of Introduction; Preparing for Your Interview; Filling Out Job Applications; Following Up Your Interview; Wages, Work Rules and Benefits; and Performing on the Job. This series provides relevant career information and is a practical guide to the skills and procedures needed by the job seeker. The student is taken through the various stages of job hunting and is acquainted with some of the specifics of wages, work rules, fringe benefits and on-the-job human relations.

Job Orientation, Catalogue No. 2-3.1

Milady Publishing Corporation

Job Orientation (Student's Manual) is a textbook covering the following topics: Your Individual Job Needs; Evaluating Your Own Job Qualifications; Making Job Applications; The Job Interview; Starting the Job; Understanding Your Job and Your Co-Workers; and Your Future on the Job. This textbook is designed to help students learn how to market their job skills more creatively and more realistically. It also helps students understand how to get started properly on a new job and how to work toward advancement.

Job Orientation (Teacher's Manual) is a teacher's manual including complete lesson plans for 12 hours of instruction, keys to the self checks in the student's manual, suggestions for the completion of student projects, a final examination, and answers to the final examination questions. Also included is a set of twelve transparencies for the overhead projector.

Job Survival Skills Series

Singer Career Systems

This set includes 13 filmstrips and cassettes and presents a variety of topics to help students achieve success on the job. Topics of discussion include: good grooming, communications, self-awareness, job attitudes, and getting along with co-workers and supervisors.

Me and Jobs
by Dennis Hooker and Almut Fleming, 1974

Educational Design, Inc.

Me and Jobs is a workbook designed to help students learn about themselves, about jobs, and about applications and interviews. Students are taught how to match up their skills and interests with potential job areas. Since this manual is designed as a workbook, it contains many different kinds of assignments, examples and charts.

New Knowledge Needed to Obtain Work
by Thomas J. Jacobson

Science Research Associates, Inc.

This overhead transparency program illustrates how to select a job and apply for it. It consists of 64 transparencies grouped into seven topics: Selecting a Job, Finding Employment Openings, Filling Out an Application, Preparing to Take an Employment Test, Preparing for the Interview, and Following Up on the Job Application. The accompanying text elaborates on key statements made on the transparencies.

New Rochester Occupational Reading Series--The Job Ahead
by H. R. Goldberg and W. T. Brumber

Science Research Associates, Inc.

This program provides reading instruction and information about the working world for nonacademic students. Stories emphasize attitudes and skills for success on the job and in society. The text is printed at three reading levels (grades 2-5). Each level has the same subject matter, sequence, illustrations, and cover.

Occupational Essentials

H. C. Johnson Press, Inc.
Vocational Education Division, AVA

This text is a combination workbook/reference which covers the broadest range of employment skills and attitudes, from initial preparation to advanced training and the realization of challenging job opportunities. The book is comprehensive and practical, having been proven effective in hundreds of applications throughout the U. S. It is useful in helping disadvantaged persons understand themselves, then seek, gain and hold meaningful employment. The book is designed for a secondary reading level.

Occupational Essentials: Skills and Attitudes for Employment
by David J. Richter

H. C. Johnson Press, Inc.
Vocational Education Division

The aim of this book is to help students acquire the skills and attitudes necessary for finding and maintaining a job. It was written in order to provide a concentrated course of study about employment that is a practical approach to the teaching of career awareness. The book is divided into 6 chapters covering the following topics; Awareness of interests and talents; where to look for job openings; how to secure a job; how to succeed on the job; self-evaluation (includes grooming and personality) and terminating a job. Assignments and discussion questions are provided along with the instructional material.

Personality Development for Business
by Russon, 1975

South-Western Publishing Co.

To guide the student toward developing the work habits that lead to success in the business office, this textbook emphasizes such topics as human relations, business psychology, and personality development. Follow-up activities and case problems at the end of each chapter give the student the opportunity to develop practical solutions to the personal and business behavior problems that can arise in the business office.

Singer Job Survival Skills
by Singer Education Division

Career Systems

The "Skills" kit explores in depth those personal and non-technical skills required to locate, secure and retain a job. It is completely organized for a group leader, with methodology and techniques emphasizing group discussion and encouraging individual expression. This system utilizes filmstrip input units, reinforced with 42 job-related exercises, both written and oral. Up to 20 students may participate, regardless of age, sex or background. The class time required is approximately 25 minutes. This kit is designed for a junior high school reading/participation level.

Social Skills Development, A Unit in Career Education
by Donald Haberman, Julie Pycha and Mary Veline

Council Bluffs Community School

This book was designed for use in the classroom and its aim is to teach high school students the social skills needed to find employment, learn on the job skills, and maintain employment. Making use of direct instruction, examples, and activities, the text teaches students the following skills: how to fill out an employment application, how to conduct a job interview, appropriate employment dress, good grooming and personal care, telephone manners, verbal communication and good listening, letter and memorandum writing, and adjustment to fellow workers and the work environment.

Student's Personal Adjustment to Work
1973

University of Texas at Austin

Designed for use by the cooperative, trade and/or industrial teacher in the classroom, this book presents special information for instructors on the use of group discussions, audiovisual equipment, lesson plans, and public relations. Lesson topics concerning the student include safety, job application, job attitudes and relations, personal traits, money and banking, and school and civic responsibilities. Fifty-three transparencies accompany the text and may be used to strengthen class discussion. The book consists of 48 assignments and is 324 pages in length.

Trouble at Work

Guidance Associates

Trouble at Work consists of 4 filmstrips and 2 records which present realistic dramatizations of office problems. They deal with conflicts involving such elements as stern bosses, absenteeism, family problems which affect one's work, ambition, and mistakes.

The Work Experience: 7 films for guidance and career education

Sandler Instructional Films, Inc.

Sandler Instructional Films has produced seven films dealing with the world of work.

The Women's Prejudice Film explores the place of women in the job market and examines prejudice and stereotypes. (18 minutes)

The Work Prejudice Film investigates some of the stereotypes and misconceptions prevalent in the working world. It shows the kinds of successes that are being achieved by a variety of ethnic groups. (12 minutes)

I Want to Work for Your Company is an 11 minute film that explores the first job interview and how to deal with it.

Your New Job is a ten minute film which takes the viewer through a typical first day of work.

Person to Person . . . Making Communications Work for You examines facial expression, body language, eye contact and vocal enthusiasm and the role they play in office communication. (11 minutes)

What Do We Look Like to Others? In this film the viewer is reminded that he is seen before he is heard. The importance of maintaining good personal appearance, conduct and personal habits in the office situation is portrayed. (11 minutes)

What is Business. This film acquaints the student with what a business is, how it operates, who operates it, and who is responsible for making short-term decisions and overall policies. (10 minutes)

These films are obtainable on a purchase or rental basis.

The World of Work--Getting the Job
1969

McGraw-Hill, Inc.

This is a collection of fifty job analysis situations prepared along the lines of individual comic books. Each book is composed of a three page narration followed by a fourth page for discussion or analysis of the episode. Material is easily readable and should appeal to most students. This series can be used by students individually or in small groups. A cardboard file is available to file the series by episode number.

Your Attitude Is Showing
by Elwood N. Chapman

Science Research Associates

Chapman's book deals with a variety of human relation problems faced by employees. Various areas of concern are explored through text readings and then case studies. Through the case studies students are shown methods of coping with problems as they arise. The book is easy to read and is suitable for students in grades 9-12.

Your First Week on the Job, Filmstrip and cassette or records

Guidance Associates

The humerous dramatizations in this set are designed to help students reduce their anxious feelings when considering a first job situation. Student confidence is facilitated by the introduction of key rules of thumb, common problems and the ways of finding solutions. Part I includes three individual segments: Priorities, Office Manners, and Taking a Phone Call. Part II contains: Office Grooming, Taking a Break, and Dealing with Complaints. The set creates situations which actively involve students in analyzing strategies, suggesting alternative behaviors, building their own decision making processes, and participating in problem solving experiences.

Your Job: Fitting In, Film
by Daniel Kruger

Coronet Films, No. 1841

After witnessing the actions of an employee who is fired for doing "too little" and the actions of an employee who is fired for trying to do "too much," the viewer is challenged to decide how he would respond to each situation.

Your Job: Getting Ahead, Film
by Daniel Kruger

Coronet Films, No. 1844

Experienced workers, interviewed at their jobs, give tips on getting ahead--tips that we see applied by a young man entering upon a career as a newspaperman. Questions about changing jobs, recognizing dead-end jobs, picking areas for advancement and planning for additional education are answered frankly.

Your Job Interview

Guidance Associates

Part I shows students how to prepare for the successful interview: how to organize and write a resume, research the company, be ready to enlarge on resume information, and respond to questions by emphasizing experience most relevant to each job situation. Part II examines how to dress for the interview, how to control voice and manner, when to ask questions, and how and when to discuss salary and working conditions. It also stresses the dangers of faking, showing off, or "selling yourself short." Personnel managers discuss common mistakes new job seekers make and point out the interview behavior that impresses them best. "How to" information supplemented with strong motivational content enables students to bring valuable new self-confidence to job interviews.

Your Job: You and Your Boss, Film

Coronet Films, No. 1842

The relationship between worker and boss is seen from both points of view. Interviews with supervisors and employees at their jobs help to answer many of the important questions faced by young people regarding dependability, familiarity and authority. Bosses and employees also relate the qualities that they expect from each other.

Your Personality and Your Job
by Daniel Sinick

Science Research Associates, Inc.

This pamphlet may be secured by writing to the Science Research Associates, Inc. and asking for free copies. It lends itself to a senior high level and, in some instances, requires the teacher's guidance for proper returns.

The pamphlet is an excellent choice of material for a human relations unit. The following areas are discussed:

a. Personality
b. Looking below the surface
c. Exploring your own personality
d. A person is a many-sided thing and
e. Satisfactions of work situations

The pamphlet also gives several charts that students may use for self-inventories. An additional checklist is available for the summary activities.

personal adjustment

The resources listed in this section can be of use as an aid to the cooperative work experience student in coping with his everyday problems. Material on money management, good grooming, consumer education, safety, among other topics, relates directly to situations encountered by students in school, at home and on the job.

The American Consumer--Issues and Decisions
by Herbert M. Jelley and Robert O. Herrmann, 1973

McGraw-Hill, Inc.

The major objective of this textbook is to prepare students to become better consumers. It can be best utilized by the job coordinator when teaching a consumer unit. Emphasis is on building the positive and constructive attitudes which enable the consumer to enter the marketplace confident of his ability to make the many important decisions required of him.

The textbook stresses three major areas of study:

1. Money management, including credit buying.
2. Buymanship principles.
3. Consumer issues, which includes a look at the existing laws, government regulations and business practices that claim to protect the consumer's interests.

The book's vocabulary can be handled by the high school senior without too much difficulty. An accompanying workbook provides an excellent array of activities. This is a good source for the current laws and regulations which protect the consumer in today's marketplace.

Appointment With Youth, Film

Maryland State Media Services Center

This film shows an experienced teacher, who is about to interview a student interested in preparing for a teaching career, recalling what teaching has meant in his own life. Flashbacks depict his first teaching job and the things he learned from his students. Another scene is devoted to an experience in which he has helped a boy alter his delinquent ways by providing him with a school activity. The reformed boy is the student to be interviewed. The emphasis on the teacher as a general counselor of youth, as well as a subject specialist, is a strong point.

Basic Skills for Everyone

Cebco Standard Publishing

This booklet gives information on: making a chart, reading a map, keeping a record, opening a bank account, reading help wanted ads, finding information in a newspaper, using a telephone book, filing, addressing an envelope, figuring time and pay, plus many other interesting and often necessary processes which will help young people learn about the procedures of everyday life in their community.

Business English and Communication
by Marie M. Stewart, Frank W. Lanham, Kenneth Zimmer and Lyn Clark, 1972. 4th edition

Gregg Division
McGraw-Hill Book Company

This textbook provides the specialized education and training that can give the student competence in all phases of communication: writing, speaking, listening, and reading. The student is able to study and practice activities on developing vocabulary mastery, improving listening and reading skills, structuring messages that contain effective business communication methods, and using the various tools of a writer. A special feature in the textbook is the emphasis placed on writing with an understanding of human behavior as well as a firm grasp of mechanical principles.

The textbook provides excellent application exercises, student projects, activities, and objective tests. The text may also be used in Shorthand I and II and Introduction to Business. It is designed for grades 10-12.

Business English in Communications
by William C. Himstreet, Leonard J. Porter, and Gerald W. Maxwell, 1970. 2nd edition

Prentice-Hall, Inc.

This textbook presents a comprehensive coverage of fundamentals, including many points that can cause questions on the job. Some of the topics covered are: The Power of Speaking and Writing, Using the Language of Business Communications, Controlling Ideas by Using Punctuation, Knowing the Right Words, and Expressing Ideas Correctly. One section of the book provides the student with abundant practice in written English, chiefly in the form of the various types of business letters, such as Inquiries, Requests, Acknowledgments, Appointments, Orders, Remittances, Sales, Employment, Credit and Collection, and Adjustments.

The book contains various end-of-section features that serve as an excellent review. An activities book and test book are also available, providing excellent training for taking job-entrance tests. The textbook can be used for any subject in which a review of business English may be necessary, such as Shorthand I and II, Introduction to Business, Typewriting II. The book is designed for grades 10-12.

Call Me Mister, Catalog No. 4-1.1

Milady Publishing Corporation

Call Me Mister is a grooming-poise-personality text designed for males. The book is divided into 7 units and covers the following topics: Grooming, The Social Graces, Wardrobe, Personality Development, Speaking Well, On the Job (Salesmanship and Public Relations), and Physical Fitness. This textbook is designed for all male students, regardless of vocational goals.

Cash or Charge
by Richard Everhardt

Ohio State University
The Distributive Educational Materials Lab

This manual explains the importance of retail credit, identifies several of the more popular types of credit cards, and describes how to fill out cash and charge sales checks. The manual is divided into 2 parts. Part one contains simple examples of cash slips, while part 2 includes actual checks that are used for Bank Americard sales. Because the publication is intended as a preventative aid to problems which distributive educational students might face on their jobs, its use is recommended in conjunction with the student's daily encounters. Presented in the manual are: 1) methods for teaching the various sales concepts; 2) supportive transparencies, and 3) student handouts.

Catalogue for Guidance and Career Development, Sound Filmstrip

Guidance Associates

Detailed descriptions of the full-color sound filmstrips produced by Guidance Associates are provided in this catalogue. Included are films on family relationships, health and drug abuse education, high school orientation, and career development.

Charm For Miss Teen
by Helen Whitcomb and Laura Cochran

Gregg Division
McGraw-Hill Book Company

This book is written to help the high school girl develop acceptable standards of grooming, manners and dress so that she can make a comfortable transition from the world of a high school student into the adult business world. In addition to dealing with the tangible aspects of charm, the book also deals with such intangibles as manners and etiquette, human relations, managing your own life and choosing a career. In addition to textual material on the accepted standards, the student is given an opportunity to evaluate herself through several self-inventories. This is an excellent book to use in the office practice class.

Consumer Activities Book
by Francis G. Lankford, Jr. and William E. Goe

Harcourt, Brace and Jovanovich, Inc.

The format of the Consumer Activities Book provides the student with an opportunity to learn by doing. In this book, actual forms are reproduced on which the student completes a car rental invoice, balances a bank statement, writes deposit slips and checks, completes a mail order form, and examines automobile, life and home insurance policies.

Consumer at Large, Film

Coronet Instructional Media

Consumer at Large is a series of 6 films. The titles are: Budget Blues; Everyday Shopping Savvy; Buying the Big Ones; Shopping for Services; Cash or Credit and Nurturing the Nest Egg. These films feature a humorous interplay between the narrator and Charlie the Consumer to help students learn the importance of educated buying.

Effective Communication

Argus Communications

Effective Communication is a set of four tapes dealing with techniques of communication. Topics discussed are: 1) The Art of Listening, 2) Awareness of Feelings, 3) Speech Mannerisms and Body Talk and 4) Attacking and Defending.

All instructions for the various group activities are given in the tapes. The tapes are accompanied by a set of masters for use with various parts of the set. The tapes provoke interaction between students by providing subjects that are interesting. The set is designed so that a particular skill is discussed on tape followed by exercises that give the student the opportunity to test his power in the various skill areas. This process serves to expand awareness and improve self-expression.

Family Financial Management
by Finch and Roman, 1975

South-Western Publishing Co.

Actual situations concerning money management and business concepts are provided in the three months' transactions of a typical family consisting of a man, his wife, son, and daughter. Materials include a narrative of transactions, business papers, a family record of receipts and payments, a checkbook, and a file.

Forms in Your Future
by M. Golty, 1973

Learning Trends
Globe Book Company, Inc.

This text is a workbook of 24 forms that most workers will, at some time, be required to fill out. Included are "Application for Social Security," "Job Applications," etc.

The format for each form explains the form's use, introduces new terms used in the form and gives Helps and Hints for each form. The forms can be torn out and evaluated individually. The booklet is appropriate for all students in cooperative programs, since the 24 forms cover a broad range of situations, from initial applications to such special form procedures as those used in car loans.

Grooming and Beauty Hints for the World of Work
by Florence Hudgins, 1972

Nebraska Department of Vocational Education

Personal grooming and its relationship to the working world constitutes the main emphasis of this manual. Concepts of appropriate dress, work attitudes, self-awareness, grooming, and ethics are provided in learning activities, readings, discussions, and visual aids. A list of required subjects for cosmetology is included.

Grooming for the Job
by Peggy Sisk Mezaras, 1974

Nebraska Department of Vocational Education

Grooming for the Job is a career-education-oriented guide designed to teach girls basic good grooming techniques and to emphasize their relationship to getting and keeping a job. Cumulatively, 10 individualized lessons are presented, each including: 1) an overview, 2) lesson requirements, 3) behaviorally stated learning objectives, 4) resources needed, 5) learning activities, and 6) study questions and a post test.

Individualized Consumer Education Projects
by Peggy Sisk Mezaras, 1974, VT 100 874

Nebraska Department of Vocational Education
ERIC Clearinghouse, Bethesda

This guide contains a series of individualized consumer education projects developed for use by secondary students. The lesson-oriented projects are designed around concepts with behaviorally stated learning objectives specifying exactly what the student should be able to do upon completion of the projects. The following are some of the titles of projects for which lessons are included: 1) Apartments; 2) Selection and Care of Bicycles; 3) Consumer Decision-Making; 4) Wise Selection of Hair Care Appliances; 5) Self-Protection;

6) Consumer Gyps; 7) Government Protection of the Consumer; 8) Stereos and Recordings; and 9) Personal Budgets.

Let's Go Shopping

Changing Times Education Service

Let's Go Shopping consists of two cassette tapes, two filmstrips, and a guide to Inquiry for Discussion. It covers such topics as comparison shopping, how to hunt for bargains, how to evaluate services and how to settle disputes and grievances.

Mathematics for Employment, Part I and Part II

Mafex Associates, Inc.

Parts I and II of Mathematics for Employment consist of workbook and classroom materials designed for a secondary reading level. They contain information on such topics as: basic arithmetic, computing sales tax, knowing the value of money, mathematics for the department store, dry cleaners and restaurant. A glossary is included containing terms used in various types of work. Each part of this program contains complete classroom workbooks and instructions for 20 students.

Money Management Library
by the Money Management Institute

Household Finance Corporation

The Money Management Library is a set of twelve booklets aimed at helping readers plan, shop and save to get more value out of their money. The twelve booklets offer guides for establishing an overall money management program, planning and shopping for food, clothing, housing, home furnishings, equipment, automobiles, consumer credit, savings and investments, health and recreation, and also guides on teaching children to handle money. The booklets are designed to be used as references, guides for money management, for consumer education programs, and as supplementary texts.

Individual Booklets:
Reaching Four Financial Goals
It's Your Credit--Manage It Wisely
Children's Spending
Your Food Dollar
Your Clothing Dollar
Your Housing Dollar
Your Home Furnishings Dollar

Your Equipment Dollar
Your Shopping Dollar
Your Automotive Dollar
Your Health and Recreation Dollar
Your Savings and Investment Dollar

Personal Financial Planning, Film

Association-Sterling Films

The importance of prudent financial habits is explained in this film. Focus is placed on personal as well as family financial planning as essential to successful money management. This film was designed to be used for junior high and high school students.

Personal Hygiene for Business

Milady Publishing Corporation

Personal Hygiene for Business is an audio-visual teaching aid featuring 22 full-color slides, a cassette tape, and an instructor's guide. This audio-visual color slide has been designed to assist the teacher in tactfully bringing to the attention of students those areas of personal hygiene and grooming that so often mark the difference between success and failure. This is especially needed when working with disadvantaged or deprived (young and mature) individuals.

Practical Mathematics

by Glenn M. Hobbs and James McKinney

American Technical Society

Because of the many changes that have occurred recently in industry and modern technology, this third edition of Practical Mathematics has been completely revised. It still retains the same format and features of illustrative examples, practical problems, self-check tests, and final exams--making up the four-step plan of teaching used in previous editions. The wide coverage ranges from simple addition on up through trigonometry. This text, as the title implies, stresses the practical aspects of mathematics rather than the academic. It serves aptly the needs of the student who wants to use mathematics for problem solving in everyday situations--including those in building, drafting, machine trades, printing, and other vocational and technical fields. It meets the practical needs of today's students and those who seek a simplified way to brush up on math.

Training Branch of Regional Office of IRS

IRS
Federal Office Building

The materials which this office has made available include a color motion picture on taxes and the IRS entitled TAX ROCK. It can serve as an excellent introduction to a short unit on the IRS and the federal income tax system. The 12 minute film covers the operation of the IRS and our system of voluntary filing of returns very nicely.

Other materials include a newsprint student booklet which is provided in classroom quantities, entitled "Understanding Taxes." This booklet is written on a high reading level, yet selected parts can be adapted for use with any students who are working or about to work.

Also provided are wall charts of the 1040 and 1040A forms and a comprehensive teacher's manual. While tax information may constitute a difficult unit, it is one that should be taught. These materials seem to be some of the best available.

Understanding Yourself and Your Life
New Jersey Curriculum Lab, 1974

Rutgers, Kilmer Campus

This text presents aspects of human psychology and teenage living in 50 brief lessons under 30 topics. Each lesson consists of a motivation paragraph ("To Think About"), a brief presentation of information and a generous number of topics and questions for class discussion ("To Do and Discuss"). Many problems unique to today's teenage world are covered along with the more traditional ones. A few of the topics are as follows: How Heredity Affects You; How Environment Affects You; What is Masculine and Feminine? Who Am I? Seeking Your Values, Goals and Standards; Human Emotions; The Importance of the Family; Understanding Sex Better; What Is Love? Why Marry? and Making a Marriage Work.

Wise Use of Credit, Film

Association-Sterling Films

The main intention of this film is to introduce students to consumer credit. It provides information on how credit is established, types of consumer credit, credit cost factors, the amount of credit a family can afford, and attitudes toward credit.

Psychology Today, Monthly Magazine

Ziff-Davis Publishing Co.

Students are naturally curious about psychology, and this journal presents, in a professional manner without becoming pedantic, a fine selection of experimental, theoretical, clinical, and behavioral psychological articles. Nearly every issue has at least one article that has application to self-awareness, decision-making skills, the effect of the "mass culture" on one's life, adjustment to new life-styles, the influence of careers on a person, and many more topics that provide stimulating discussion and the possibility for individual research or follow-up study by a student on a limited basis.

Self-Directed Behavior: Self-Modification for Personal Adjustment
by David Watsin and Roland Tharp, 1972

Brooks/Cole Publishing Co.

This book is designed to acquaint the reader with the general theory of behavior, and to show him how to apply this theory to personal adjustment. The reader is guided through exercises for developing skills in self-analysis, and is provided with concrete information about how to achieve his personal goals. The primary aim of the book is to help the reader achieve self-management skills, and to therefore have more control over his life. Throughout the book, the reader is encouraged to apply the principles to his own self-improvement project. Since the content of the text does not depend on a formal course structure, any reader can use it for self-instruction; no prerequisites are necessary. This book can be used by teachers working with students, or by mature students on their own.

Telephone Manners, Film B401

National Educational Media, Inc.

Basic training for anyone who uses the telephone is provided in this film. It points out that the voice on the phone is the voice of your organization, then communicates the vital elements of telephone courtesy: identifying one's self clearly, identifying the organization, personalizing calls, using natural conversational tones, the importance of repetition and note-taking, and the very special quality of "warmth." It is designed to improve both internal and external communication in any organization. Practical, easy-to-assimilate tips will insure clear communications that are free of errors and confusion, and free of irritation and delay.

job training

The instructional materials included below relate to a wide number of the occupational fields that the cooperative work experience student might find himself placed in. The materials can be used to supplement on-the-job training either by outside self-study or in-class related work. In other words, these materials should greatly aid in linking the student's experiences on the job and his instruction in the classroom.

Every attempt has been made to include the most current instructional resources available. Of course, many excellent older resources are included. Similarly, it is possible to include only a representative sample of resources published, so emphasis is placed upon providing a comprehensive and balanced listing covering a number of aspects of an occupational field or subfield. The instructional materials are listed by occupational areas and are alphabetized by title.

AGRICULTURAL OCCUPATIONS

A Career Development Program on Agricultural Occupations for Advantaged and Less Advantaged Rural Youth
by Floyd J. Lark, 1973

Bureau of Occupational and Adult Education

Seven instructional units cover material on self-discovery and the following 6 specific occupational areas in agriculture: 1) agricultural production; 2) agricultural supplies and services; 3) agricultural mechanics; 4) agricultural products; 5) ornamental agriculture, and 6) forestry and natural resources. Each unit includes the duties of that occupation, working conditions, the method of entry into the occupation, demand for workers in Oklahoma, approximate starting salary and any added characteristics specific to the occupation.

Careers in Agriculture, Film

Pathescope Educational Films, Inc.

This film emphasizes the importance and scope of agriculture in America today. It examines the wide variety of jobs which serve to make up the field, dealing with such occupational possibilities as work right on the farm, jobs in agricultural business and industry, and government jobs dealing with farms, farmers, and related businesses. Interviews with farmers help to show the many different types of farms that have the potential of providing employment. Farmers also demonstrate typical farm activities, discuss the rewards and drawbacks of farm life, and describe the traits which they consider desirable for success. Further interviews reveal the more diverse possibilities in agriculture, such as: the expanding field of the professional farm manager, the grain handler, sales and other positions in industry dealing with agriculture, farm equipment maintenance and harvesting services. Governmental possibilities are also discussed, highlighting the occupations of county agents and extension personnel.

Part II outlines the personal qualifications, skills, aptitudes, and training or further education required in the various areas of employment, emphasizing the fact that many of these careers do not require a college degree. Specific suggestions are included to explain how students in urban and suburban as well as rural areas, can work in agriculture-related jobs while still in high school, such as in on-the-farm summer jobs, in pet stores or clinics, or in food processing plants.

Careers: Working With Animals

The Humane Society of the United States

This publication explores a wide variety of professions in the field of animal husbandry, protection and conservation. It details the educational background and skills needed for specific professions and analyzes the prospects for young people in selected major career fields. Among the many facts to be found in the book are detailed job descriptions, advancement opportunities, salaries, and employment potential. Data on colleges offering formal programs in animal welfare and conservation, as well as state and federal government agencies hiring people within the field, are listed. The book also offers a discussion of attitudes, emotions and personal philosophies that should be considered when making a career choice. The publication directly concerns itself with career guidance and information on jobs in animal welfare. The text is 60 pages long and designed for a secondary reading level.

Exploratory Drafting--Horticulture, SEE DRAFTING

Feeds: Student Manual
by Harry Planks, 1972

Ohio State University
Agricultural Education Curriculum Materials Service

Planks has compiled this manual for the agricultural business and service student who is working in a place of business that prepares and sells feed to livestock producers. The manual is designed to assist the student in becoming knowledgeable with the product he is selling. Information is presented on forms of feed, nutritional ingredients, and legal requirements. Student exercises and examination questions are provided along with opportunities to apply the information in simulated as well as in real life situations.

Floral Designer,
1968

University of Texas at Austin

Floral Designer consists of a study guide and unit tests. There are 46 assignments (8 units of study) that cover an introduction to the floristry industry, basic information, corsages, principles of floral design, flower arrangement, weddings, and funerals. This study guide was designed to accompany the text Flowers: Geometric Form, by Benz, 1966, San Jacinto Publishing Co.

Garden Center Worker
by Charles E. Urbanic, 1971

Ohio State Department of Education

Students of horticulture can make use of this manual as a source for practical situations to which they can apply principles, theories and knowledge presented to them in formal classes. Intended to be used as a combination text-workbook, the manual contains objectives, concepts, general information, and student exercises for each of its six units. Titles of those units are: 1) Introduction to the Garden Center Worker; 2) Garden Center Business Practices; 3) Identification and Characteristics of Ornamental Plants; 4) Care of Plants in the Garden Center; 5) Chemicals, and 6) Garden Supplies and Related Products.

Grounds Maintenance
by Jules Oravetz, Sr.

ITT Educational Publishing

The maintenance of lawns, gardens, industrial, municipal, and estate grounds is a complex operation calling for skills and efficiency. This comprehensive text covers the guiding principles of lawn, landscape, and garden care.

Students of domestic services and maintenance programs are exposed to every phase of lawn, garden, grounds maintenance, and associated operations.

The contents include: flowers; vegetables; berries; house plants and flowers; greenhouses; lawns, hedges and vines; flowering shrubs and trees, shade trees; fruit and nut trees; evergreens; fences; insect and rodent control; weed and brush control; roads, walks, and pavements; drainage; maintenance equipment; golf course planning and maintenance.

Lawn Care and Management
by Robert Milter, 1972

Ohio State University
Agricultural Education Curriculum Materials Service

The narrative that accompanies a color slide series, "Care and Management of Lawns," is presented in this pamphlet. Each slide is reproduced in a column to the left of the paragraph describing it. Slides deal with the following areas of lawn management: 1) seed selection; 2) seedings; 3) fertilizing; 4) mowing; 5) weed control; 6) disease control; and 7) watering and thatch control.

Study Guide for Landscape Gardener
by Harold Binkley

Kentucky University
Lexington Department of Vocational Education

Eighteen separate lessons concerning landscape gardening are presented in this guide, which is designed for individual study. Each lesson contains a statement of the problem, the given situation, directions, content material with references for the assignment, and a student worksheet. Some of the lesson topics are: 1) the principles of landscape design; 2) transplanting trees and shrubs; 3) soil management of the landscape; 4) how to use gardening equipment; 5) plant diseases and their control, and 6) turf management.

APPLIANCE AND TELEVISION SERVICING

Color Television: Principles and Servicing
by Howard and Marvin Bierman

Hayden Book Co.

This text provides a working knowledge of the TV receiver and methods for troubleshooting and servicing of electronic equipment. It is quite useful in finding information on the tasks involved in electronic repair.

Home Appliance Servicing
by Edwin P. Anderson

ITT Educational Publishing

An absolute necessity in training students for the service occupations, this book covers basic principles, servicing, operations, and repairs. It also covers troubleshooting, disassembly, assembly, testing methods, wiring diagrams, and complete data on each appliance. The contents include: electricity; testing and troubleshooting; shop techniques; electric irons; toasters; waffle irons; roasters and broilers; coffee makers; electric space heaters; electric water heaters; gas water heaters; electric ranges; gas ranges; fractional-horsepower motors; food mixers; clocks; fans and blowers; vacuum cleaners; floor polishers; washing machines; automatic clothes dryers; ironers; dishwashers; garbage disposals; refrigerators; room air conditioners; dehumidifiers; and sump pumps.

How to Repair Major Appliances
by Ernest Tricomi, 1974

ITT Educational Publishing

The purpose of this book is to acquaint the reader with the theory, functioning, electrical characteristics and major components of typical appliances. The emphasis is on learning the "how and why" of an appliance so that the reader can answer for himself "the what and the where" of detailed repairs and servicing. The book is divided into twelve chapters. The first chapter covers home appliance repairing and the remaining chapters are devoted to various appliances such as washing machines, clothes dryers, dishwashers, etc. The author assumes no previous knowledge of major appliance repair. However, he does say that some degree of mechanical aptitude is necessary to do repairs based on the material covered in the book.

How to Repair Small Appliances Volume 1
by Jack Darr, 1973

ITT Educational Publishing

Information on tools, service techniques and practical tips for use in small appliance repair is presented in the five chapters of this book. Chapter 1 covers appliance construction and the operation of 15 small appliances. Chapter 2 covers line cords, plugs and attachments. Chapter 3 covers heating elements and thermostats and Chapter 4 contains information on small electric motors. Appliance servicing as a business is discussed in Chapter 5. Many illustrations are included, as well as step-by-step instructions on the various procedures. A glossary of related terms is provided in the back of the text. The book is written clearly, but a good reading comprehension is a prerequisite for the student to understand the concepts presented.

How To Repair Small Appliances Volume 2
by Jack Darr

ITT Educational Publishing

The operations and defects of the most common small appliances on the market are described in this text. Its contents include: trouble diagnosis; portable electric heaters; electric fans; electric knives and toothbrushes; hair driers; massage machines; shoe polishers; photoelectric light controls; portable table ovens; electric vaporizers and bottle warmers; vacuum cleaners; sewing machines; clocks and timers; three-way lamps; and hedge trimmers. The book is very suitable for classes in appliance service training.

Major Appliance Repair (Course No. 08)

Hoffman Occupational Learning Systems

Hoffman Occupational Learning Systems are audio-visual courses designed to allow students to progress at their own pace. Major Appliance Repair is divided into 7 sections covering the following topics: Electrical Fundamentals; Business Procedures; Service Areas; Major Appliance Repair; Plumbing; Trouble Shooting Diagnosis; Gas and Electric; Appliances Operation; Air Conditioning; and Refrigeration.

Television Service and Repairman
1968

University of Texas at Austin

Television Service and Repairman is a study guide with unit tests. The full scope of electronics relating to television service and repair is covered in 98 assignments (17 units). The 4 divisions of the book are: introduction to electronic servicing, basic electricity, basic electronics, and advanced servicing techniques. References are Grob, Basic Electronics, 2d ed., 1965, McGraw-Hill; Grob and Kiver, Applications of Electronics, 2d ed., 1966, McGraw-Hill; Zbar and Orne. Advanced Servicing Techniques, Vol. I, rev. ed., 1964, Hayden; and Veeley, et. al., Advanced Servicing Techniques, Vol. II, 1964, Hayden.

AUTOMOTIVE AND ENGINE REPAIR AND SERVICING

Auto Body and Fender Repairman
1972

University of Texas at Austin

Consisting of a study guide and assignment tests, this handbook is designed to accompany How to Control Auto Body Sheet Metal, by Rickert, 1968, Chilton, and Automobile Sheet Metal Repair by Sargent, 2nd ed., 1969, Chilton. The Assignments cover properties of metals, tools and equipment, welding, plastic fillers, and procedures for straightening sheet metal and body frames.

Auto Body Repairing and Repainting
by Bill Toboldt, 1975

Goodheart-Willcox

The main purpose of this book is to help students qualify for jobs in auto body repair. All phases of body repairing are covered. The use of modern tools and equipment and step-by-step procedures for handling typical jobs are discussed in simple language. Chapters on customizing and building special bodies are also included. This book is suitable for high school and trade school students, apprentices, and those now engaged in this work who want to increase their skills.

Auto Engine Tune-Up
by Richard S. Roeing

ITT Educational Publishing

This text gives a detailed description of each system of the automotive engine. It provides the background information needed for carburetor adjustments, restoring ignition system performance, and bringing an engine back to top operating condition. It fully details the servicing of alternators, generators, cooling systems, and the use of tune-up and diagnosing equipment.

The contents include: basic electricity; batteries; relays and regulators; carburetor fundamentals; compression; cooling system; carburetors and fuel systems; ignition systems; charging systems; starting circuit; positive crankcase ventilation; engine tune-up equipment and procedures; ignition scope testing; exhaust emission systems; and review questions.

Auto Mechanics
by Harold T. Glenn, 1975

Bennett Books

Along with the fundamentals of the theory and operation of auto mechanics, this text presents the practical aspects of troubleshooting and service. Step-by-step illustrations are provided, with clear photos of repairs and replacement procedures. Transistorization, disc brakes, front drive and air pollution control are covered. Progress charts are included. An Auto Mechanics Workbook containing short, objective questions based on material presented in the text, is also available.

Auto Mechanics Workbook

California State Department of Education, 1973

Written for a four-year apprenticeship training program in auto mechanics, this workbook provides the current information needed to meet the technical demands of the auto mechanics trade. For each topic covered in the manual, a list of study assignments is provided, followed by a study guide requiring short completion answers from the student. An assignment checklist is included with the table of contents to give an accurate record of the work completed and to avoid duplication of training.

Auto Partsman
1964

University of Texas at Austin

Auto Partsman consists of a study guide and unit tests. There are 58 assignments organized into 4 divisions: stockroom procedures, merchandising information, master plans for handling parts, and effective display. References for auto mechanics are used in this guide as well as the Automotive Service Industry Association's Automotive Wholesaler Counterman's Handbook, 1963.

Automatic Transmissions--Automotive
by Mathias F. Brejcha, 1974

American Technical Society

Detailed explanations and hundreds of pictures make up the contents of a text written for those who will do practical work in the automotive field. The content covers everything a transmission specialist needs to know in order to easily grasp and utilize the information given in manufacturer's service publications. Many illustrations clearly show all types of hydraulic valves and control devices as well as all parts of complex automatic transmissions. A study guide is available to accompany the text.

Automobile Guide
by Frederick E. Bricker

ITT Educational Publishing

A comprehensive coverage of automotive knowledge for the student, mechanic, and instructor is provided by this guide. The specific coverage of automotive components, construction, and design enables the instructor to provide complete related classroom instruction. Repair procedures and troubleshooting lists help the mechanic diagnose and correct problems that can occur in any make or model of automobile.

The contents include: troubleshooting; engine tune-up; spark plugs; storage batteries; distributors; ignition testing; alternators, starters, and generators; lighting systems; tire servicing; brakes; power brakes; front suspension; steering systems; front-wheel alignment; chassis, springs, and shocks; fuel pumps; carburetors; cooling systems; engine lubrication systems; pistons and rings; crankshafts and connecting rods; camshafts; valves; manual transmissions and clutches; automatic transmissions; drive shafts and universal joints; rear-axle assemblies; steam power; turbine power; instrument panel; front wheel drives; speed control devices; and air conditioning.

Automobile Mechanics, 2nd ed.
1970

University of Texas at Austin

Automobile Mechanics consists of a study guide and unit tests. An answer book is also available. This guide covers careers for automobile mechanics, tools, safety, engine principles, ignition system, clutches, transmissions, suspension systems, brake systems, electrical systems, and air conditioning. Two references, written by Martin W. Stockell and published by Goodheart-Willcox, are Auto Mechanics Fundamentals, 1969, and Auto Service and Repair, 1969.

Automotive Air-Conditioning Mechanic
1974

University of Texas at Austin

This manual contains 33 assignments which cover all aspects of servicing the auto air-conditioning system, including the tools, the a/c cycle, a/c fundamentals, testing, troubleshooting and charging the system. A glossary of terms is provided and a coordinator's guide and additional tests and worksheets can be ordered.

Automotive Collision Estimating
by Leonard Colucci, 1973

Rutgers, Kilmer Campus

Leonard Colucci provides a uniform and practical approach to pre-determining the costs and applying efficient procedures in order to arrive at a fair price to repair auto collision damage. This book is designed for students who intend to work as estimators for Auto Body Shops or as auto damage appraisors for insurance companies. Since insurance companies usually send new employees to a company school to learn estimating, this book covers only general information and not the special policies of any particular shop or company. The book is divided into three parts and covers estimating information, writing the estimate and estimating practice. Students using this book should have completed a course in auto body related technology and have some experience in shop practices.

Automotive Drawing Interpretation
by Louis Jensen, 1970

Delmar Publishers

This study guide and workbook was designed to help students, apprentices, servicemen and others in the automotive trades, develop the ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. The instructional units are grouped according to four major divisions: Basic Repair Tools, The Engine, The Power Train and Chassis, and The Electrical System. Each unit includes several technical questions relating to the function and operation of each tool, part or mechanism covered in the drawing or sketching part of the assignment. (Each unit provides experiences which are needed to develop speed in the interpretation of service manual data, and skill in interpreting drawings and sketchings). This book is actually the 3rd part in a course in Automotive Drawing Interpretation. Parts 1 and 2 are contained in a single volume entitled Basic Blueprint Reading and Sketching, which is considered a prerequisite for this book.

Automotive Engines--Maintenance and Repair
by Walter E. Billiet

American Technical Society

The comprehensive 4th edition of this text fully covers the basics and is updated to keep up with many technical changes in the automotive field. As an extra feature, much new information is presented on emission systems. A whole new chapter is included, dealing with emission controls on carburetors, ignition systems, the Wankel engine, and other related features. Many references are given in the appendix, including metric conversions. This text will provide a student with a plan for becoming well versed in maintenance and repair in the automotive field. It will enable him to analyze and solve problems quickly and systematically.

Automotive Fundamentals
by Ernest A. Venk and Walter E. Billiet

American Technical Society

A complete course in automotive fundamentals is provided by this text. These fundamentals are covered in great detail and are designed to deal with every phase of automotive care. The coverage conforms with the tremendous changes that have come about in design and construction. It includes all essential basics plus much new material on such things as the Wankel engine, alternators, transistorized ignition, front-wheel drive, disc brakes, and devices for air pollution control and safety. Color is carefully used to illustrate and explain any complex actions and to clearly show relationships and functions of parts.

Automotive Maintenance and Troubleshooting
by Leslie F. Goings and Edward D. Spicer

American Technical Society

In order to fully develop the mechanic's ability to logically diagnose any automotive difficulty that may arise, this 4th edition reflects changes and advances made in automotive manufacturing, equipment, and accessories. Typical changes include those made in electrical systems, fuel injection, power steering, power brakes, wheel alignment equipment, emission controls, air conditioning, etc. The main changes, many of which have altered troubleshooting and repair procedures, are thoroughly covered in this revised text.

Automotive Power Train Mechanic,
1973

University of Texas at Austin

A thorough study of the clutch, manual transmission, overdrive, automatic transmission, drive shaft and rear axle assembly is presented in this student manual. Information for each assignment is detailed and illustrated. Also included is the C6 Automatic Transmission, Ford Motor Co.

Automotive Refinishing (Automotive Refinisher)
1971

University of Texas at Austin

This manual presents a comprehensive study based on Automotive Refinishing by du Pont and the Ditzler Repaint Manual. References are furnished in the set and 33 assignments are included.

Automotive Service Opportunities, Film
1972

Ford Motor Co.

This film presents a realistic look at career opportunities for automotive mechanics and technicians. The film is based on the career experiences of several young men after their graduation from an automobile manufacture's mechanic training program. Emphasis is placed on the importance of career planning and training. This film may be borrowed from the Ford Motor Co. Film Library.

Books for Automobile Mechanics Programs

North Dakota State Board for Vocational Education

A comprehensive listing of reference sources which may be used in automotive mechanics programs is provided in this publication. Entered are a total of 72 books on the subject, all of which are listed in alphabetical order by author or publisher.

Brake and Wheel Alignment Mechanic

University of Texas at Austin

Brake and Wheel Alignment Mechanic is designed as a study guide with unit tests. An answer book is also available. Information on safety, brake assemblies, application systems, brake service, the complete brake job, front end suspension systems, wheel and tires, and wheel alignment factors is covered in 39 assignments. Of the 39 assignments, 38 are based on Alley and Billiet, Automotive Suspensions, Steering, Alignment and Brakes, 4th ed., 1969, American Technical Society. The assignment on safety is based on Glenn, Automechanics, 2d ed., 1969, Chas. A. Bennett.

Car Repairs You Can Make
by Bill Hartford and Joe Daffron, 1967

Arco Publishing Co., Inc.

The purpose of this book is to give the reader a basic knowledge of the workings of an automobile. Step-by-step instructions, how-to photos and drawings show how to make common adjustments and repairs in a professional manner. Most of the repairs require no major tools. The book is organized to cover the following topics: Engine; Tuning; Ignition; Brakes; Tires; Front End; Cooling System; Body and Interior. Several chapters deal with miscellaneous topics such as noise, lubrication and tools.

Diesel Mechanic

University of Texas at Austin

This study manual presents a detailed and illustrated discussion of the fundamentals of a diesel engine, types of engines, two-stroke cycle and 4-stroke cycle engines, the fuel system, the cooling system, the lubricating system, the governors, injectors, and fuel pumps and exhaust system. There are 20 assignments included.

A Functional Approach to the Study of English for the Auto Shop Student

Lenape Technical School

The parts of speech, punctuation, and other elements of English language usage are presented in a manual designed for auto shop students. The topics are arranged in units with exercises for each.

Know Your Car
by Willard A. Allen, 1974

American Technical Society

A broad and detailed introduction to the automobile, covering purchasing, maintenance and use is presented in this practical, easy-to-understand book. Topics are discussed and clarified with many explanations and photographs, and include servicing, the engine, fuel system, ignition system, electrical system, chassis and preventive maintenance. A chapter is also included on buying a new or used car. This book is excellent for any driver, or for anyone employed at a service station, parts department or other automotive related job.

Motorcycle Repair (Course No. 22)

Hoffman Occupational Learning Systems

Hoffman Occupational Learning Systems are audio-visual vocational courses designed to allow students to progress at their own rate. Motorcycle Repair covers the following topics: General Motorcycle; Front Forks and Brake Systems; Theory of 2 and 4 Cycle Engines; Introduction to Power Transmissions and Fuel Systems; Carburetion--Types of Carburetors: Repairs and Overhaul; Electrical Ignition Timing, System and Schematics; General Servicing, Harley Distributor Overhaul; and Engine Servicing and Overhaul.

Motorcycle Repairman
1970

University of Texas at Austin

Motorcycle Repairman is a study guide with unit tests. Topics covered in the 59 assignments (17 units of study) are shop safety, hand tools, fundamentals of internal combustion engines, types of engines, lubrication, cooling, fuel and ignition systems and running gear. References are Pipe, Small Gasoline Engines Training Manual, 2nd ed., 1969, Howard W. Sams; Jud Purvis, All About Small Gas Engines, 1963, Goodheart-Willcox; and Ritch, Motorcycle Troubleshooting Guide, 1966, Chilton.

Motorcycle Service Manual

Howard W. Sams and Co., Inc.

This manual is divided into 2 volumes which provide detailed information on tune-ups, maintenance, and repairs needed for hundreds of specific models in popular U. S. and foreign makes.

My First Job: Service Station Attendant, Film

Coronet Films, No. 3436

This film shows that there's more to working in a service station than being a gas jockey. A young man recounts his range of daily activities, from pumping gas and handling money to special services, such as tire-changing and minor mechanical work.

Physics and Chemistry for the Automotive Trades
by Robert Worthing, 1972

Rutgers, Kilmer Campus

The automobile is a precise, complex machine using principles from the whole range of physics and chemistry. This book presents these principles briefly, with examples from the automotive field. The treatment is kept at a simple level of mathematics. Likewise, the scientific principles are also presented in a much simplified form. The book is divided into seven units, covering the following topics: introduction to physical science, matter and its properties, mechanics, heat, electricity, sound and light. Illustrations and diagrams are used to help clarify the material. Experiments to be carried out by the student are provided throughout the book.

The Practical Handbook of Car Care and Repair
by David Wenner, 1971

Fawcett Publications, Inc.

This handbook covers all aspects of car care and maintenance. The breaking-in of a new car, and the exterior and interior cleaning are covered first. The reader is then taught about the necessary tools and test instruments for car repairs. Maintenance procedures such as engine tune-ups and overhauls are described, as well as major parts of the automotive system. Diagrams and pictures are used to illustrate the concepts.

Practical Problems in Mathematics for Automotive Technicians
by Boyce Dwiggins, 1972

Delmar Publishers

This is a workbook of mathematical problems to be used in conjunction with a basic mathematics text. The problems have all been designed so as to be relevant to automotive technicians. The book is divided into ten sections and deals with whole numbers, fractions, decimals, percentage, measurement, ratio and proportion, powers and roots, formulas, graphs and invoices. The book begins with very basic operations, such as the addition of whole numbers, and progresses through more advanced operations such as proportions and formulas. Achievement tests are provided at the end to measure student knowledge.

Related Mathematics: Auto Body, Volumes 1 and 2
by Albert E. Purroni, 1973

Rutgers, Kilmer Campus

Volume 1 covers the basic principles of mathematics and relates these principles to the automotive trade. The following areas are covered: whole numbers, fractions, decimals, percentage, measurement, and ratio and proportion. Illustrative examples and problems are presented in each unit after the instructional information. A final exam is included at the end of the volume. Volume 2 was designed to give the student a basic understanding of the terms and business transactions related to the Auto Body Trade. The following areas are covered: assets, liabilities and net worth, income-sales, purchases, operating expenses, and financial statements. A glossary of terms, and a list of the abbreviations and symbols used in business transactions are also included. Questions and exercises are provided at the end of each unit, so that there is ample material for discussion, drill, application of principles, review, testing and remedial instruction.

Related Science: Automotive Trades
by Louis Jensen and William Brazier, 1958

Delmar Publishers

This book provides instructional material in teachable units for those who need a good background in science as it relates to automotive work. The purpose is to present applied science for auto mechanics. The book is divided into 4 major sections and covers the following topics: science, matter, and measurement; mechanics and machines; magnetism and electrical energy; and heat and light energy. Each unit includes objectives which state the desired outcomes of study for the unit. A reference assignment in each unit directs the student to applicable pages of the reference text, Basic Science I by C. Thomas Oliver. (The reference text presents the basic scientific principles with accompanying experiment and assignment material.) Each unit also includes related technical information which explains typical automotive applications of the basic principles under study. Trade experiments and trade problems are also included where applicable.

Service Station Training Kit

University of Texas at Austin

Service Station Training Kit contains five assignment manuals: An Introduction to the Service Station, Operation and Maintenance of the Service Station, Services Performed in the Service Station, Principal Products of the Service Station, and Selling in the Service Station. Also included are a Service Station Training Answer Book and thirteen separate trade references.

Wheel and Steering Alignment
by Leonard Colluci, 1973

Rutgers, Kilmer Campus

The purpose of this book is to teach the student the fundamentals of the theory, basic design and adjustment of the suspension and steering system of the automobile. The book is divided into units of instruction, and these units are divided into lessons. Each lesson includes an objective, information and an assignment. Illustrations are provided to help clarify the material presented, along with achievement tests to check student mastery of the content. This book was designed to serve as a foundation for those students who have had little or no previous experience in wheel alignment.

● BLUEPRINT READING *

* Note: For specialized blueprint reading, consult the particular trade section.

Basic Blueprint Reading and Sketching
by Thomas C. Olivo, Albert V. Payne and P. Olivo Thomas, 1974

Delmar Publishers

This book is the basic text-workbook in a series which provides instructional material and practical applications in blueprint reading and sketching. It was designed to help beginning students, apprentices and technicians develop the skills needed for reading and interpreting blueprints and making simple sketches. The book is divided into 2 major parts. Part One covers the basic principles of blueprint reading and provides the student with applications of each new principle. Part Two deals with the techniques of making shop sketches without the use of instruments. An assignment series is provided to cover the application of the basic principles on the drawings or blueprints for each unit. The units cover the range of drawings, sketches and prints which technicians and mechanics are normally required to read and interpret.

Elementary Blueprint Reading
by Arthur Ahr, 1970

Delmar Publishers

Elementary Blueprint Reading is designed for students, apprentices, craftsman, and others in the machine and allied trades who want to know how to read and interpret industrial prints without learning how to make mechanical drawings or master drafting techniques. The text is divided into 23 instructional units progressing in a logical order of learning difficulty. Each unit involves the application of drafting fundamentals, drafting symbols as recommended by the American Standards Association and machine trade terminology. Study questions are provided, as well as drawing assignments, to give the student the opportunity to apply what he has learned. A review of common fractions and decimal fractions is included to serve as a reference in calculating dimensions required in the study questions.

Starter Blueprint Workbook for Pre-Job Training
by Joseph Todd, 1967

National Tool, Die and Precision Machine Assoc.

Pre-job industrial students can make use of this text as a first workbook in blueprint reading. The book provides an introduction to systems of engineering drawing, and has lessons on the following topics: isometric and end views, missing view problems, missing lines, applications to production prints and meanings of blueprint abbreviations. Numerous examples of drawings are included to help the student in visualization. Most of the lessons are composed of a small amount of written instruction and many drawings. The drawings further encourage student learning by the inclusion of questions aimed at their content. Because of the large number of illustrations, this book seems to be well suited for the beginner.

BUILDING CONSTRUCTION

Apprentice Carpenter. Lesson Plans, Study Guide and Workbook, 1971

National Laboratory for the Advancement of Education
The Aerospace Education Foundation

Created and validated by the U. S. Air Force, this instructional package contains texts, lesson plans, workbooks, and programmed units. A complete plan of instruction spells out sequentially the learning objectives for each module in the system, including support materials and instructional methodology keyed to the objectives.

The course includes an introduction to carpentry and provides instruction on the carpenter's hand, portable power and shop tools, construction and maintenance of wood structures, and installation of building hardware. Units or modules include: introduction to carpentry; cabinet construction; building construction; and building finish work.

The Art of Bricklaying
by J. Edgar Ray, 1975

Bennett Books

The background information and skills necessary for bricklaying are covered in a text designed for industrial education students. The following topics are covered: The Story of Brick; Composition of Brick; Lime, Cement, Mortars; Tools; Spreading Mortar; Corners, Raising 4", Raising 8" American Bond, Raising 8" Flemish Bond; Layout of Corners in Various Bonds; Suggestions for Apprentices; Walls, Speed Exercises; Bonds and Patterns in Brickwork; Chimney Construction; Special Aspects of Brickwork; Arch Layout, Construction; Brick Details and Construction; Advanced Problems in Ornamental Brickwork; Photographs of Excellent Brickwork; Laying Cement Block; Scaffolding; and Masonry Veneer. A glossary of trade terms and a student's progress chart are also included.

Basic Electricity--Theory and Practice
1974

New Jersey Curriculum Lab.
Rutgers, Kilmer Campus

This text is primarily suited for teaching electricity as a related subject. After the units on safety and tool recognition and use, the author presents the fundamentals of electricity. These include Ohm's Law, parallel and series circuits, meters, batteries, circuits, relays, and lead identification. Each unit has an achievement test. The information is presented in individual-lesson form.

Blueprint Reading and Sketching-Carpentry Trades
by Leo McDonnell, 1957

Delmar Publishers

This textbook provides advanced instructional material for students, craftsmen, technicians and others in the carpentry or masonry trades who need the ability to read residential blueprints and make simple trade sketches. Instructional units are provided which review dimensioning and the use of scales. Review problems are included that check mastery of the information previously presented. Floor framing plans and floor plans are covered next. The section of instructional units deals with detail drawings of cornices, walls, windows and doors, dormers, louvers, cuppola, stairs, fireplace and mantle, and cabinets. Information on quantity and material lists is presented in the last unit. A comprehensive review of the entire text is provided at the end.

Blueprint Reading for Plumbers
by Bartholomew D'Arcangelo, B. D'Arcangelo and J. R. Guest, 1973

Delmar Publishers

Blueprint Reading for Plumbers provides instructional material for plumbing and pipefitting students who must develop the ability to interpret trade blueprints and plan the installation of the required plumbing. The student, upon completion of the text, should be able to interpret all types of trade drawings, make orthographic or isometric sketches of plumbing installations, and make a mechanical plan of piping for both residential and commercial construction. The units of instruction are grouped under the following four topics: Piping Drawings, Isometric Pipe Layout, Interpreting Residential Blueprints, and Commercial Building Blueprints. Each unit includes unit objectives, illustrations of the principles, and assignments. The assignments at the end of each unit provide the student with practice, and serve as a check on the mastery of course content. Sample blueprints are provided where appropriate.

Bricklayer and Stonemason
1973

University of Texas at Austin

Serving as a study manual, this book provides a comprehensive and well-illustrated discussion of the tools, materials, and procedures used in the masonry trades. The text contains 30 assignments and is 189 pages in length.

Bricklaying Skill and Practice
by Robert Putnam

American Technical Society

The current and modified techniques, practices, and materials now used in bricklaying are comprehensively presented in this revised text. Thoroughly updated, it fully meets the needs of today's apprentice tradesmen in training as well as those of the journeymen, foremen, and supervisors who need refresher training. New chapters with updated information are added on safety, basic tools, building materials and methods, and construction techniques. Included is new information on epoxy mortars, pre-fab panels, bricklaying in heavy construction, and use and handling of welding equipment--plus a chapter on concrete block. All the information and guidelines conform to the federal, state, and private standard-setting agencies.

Build a Better Life, Film

Modern Talking Picture Service

The experiences of young men starting their careers in the construction industry are dramatized in this film. Their work, their lives and their words serve to give an inside view of young people happily employed in this field. The film may be borrowed from a Modern Talking Picture Service library.

Building Construction, Volume I. Instructor's Guide and Individual Study Guide, 1973

University of Missouri-Columbia

These two manuals, one for use by the instructor, the other by the student, deal primarily with residential carpentry. Contained in the first part of the comprehensive instructor's guide is an occupational analysis upon which the lesson plans are based. There are lesson plans throughout the guide using the following format: scope of the unit; behavioral objectives; references; list of teaching aids; introductory statement; lesson outline for steps of procedure; interaction items; suggested activities; and sample test items. Units included are: orientation, building preparation, and preliminaries; concrete and concrete construction; and floor and wall framing. A set of 86 transparencies and 11 handouts related to this volume may be purchased.

The student's study guide covers the same units and lessons but does not follow the lesson plan format which the teacher uses. Nine tests consisting mainly of multiple-choice questions end each unit.

Building Construction, Volume II. Instructor's Guide and Individual Study Guide
1973

A continuation of Volume I using the same format for both instructor's and individual study guides. Units include:

roof framing and finishing; plumbing; electrical wiring; insulating and heating; finishing exteriors; finishing interiors; and guidance. A set of 96 transparencies related to this volume are also purchasable.

Building Construction and Design
by Harry Ulrey

Howard W. Sams and Co., Inc.

The numerous factors that must be considered when designing or constructing any type of building are covered in this book. Among these are type of terrain, geographical location, accessibility, kinds of materials and their cost, and occurrences of nature. This book will aid the builder, designer, or student by presenting the information needed to avoid or correct common building faults. Actual examples illustrating both good and bad building designs and construction procedures are given.

Building with Steel
by Don A. Halperin

American Technical Society

In this revised text, the explanations of the principles of design and construction are clear and easy-to-understand, so that a minimum of previous training is required. The author covers all primary elements of buildings constructed with steel and gives proper consideration to secondary elements such as prefabricated curtain walls, doors and door frames, etc. Current practices in riveted, bolted, and welded connections are thoroughly covered. This revision includes the use of all new steels, and actual tables from the American Institute of Steel Manual are provided for use in solving problems.

Careers in Construction, Film
1974

Pathescope Education Films, Inc.

This film covers the many jobs in the construction industry. Part I presents interviews with people in the construction business discussing opportunities in the 4 major areas: residential building, general building, highway construction and heavy construction. The available jobs at all levels are discussed, as well as actual work day activities, responsibilities, and advantages and disadvantages. Part II outlines the methods of entering this field. Suggestions are given for sources of further information.

Carpentry and Building
by Harry Ulrey

Howard W. Sams and Co., Inc.

A question and answer format is used in this text to cover frequently encountered problems in carpentry and building. Complete description of at least 25 situations under each category enable the student of carpentry and building construction to acquire a comprehensive background.

Construction Contracting
by Richard Clorigh, 1975

Wiley-Interscience

In covering topics that are important in the operation of a construction company, this book first presents a survey of the nation's largest industry, then covers major aspects of construction contracting. Examination is also given to management facets of the industry, such as recent legal experiences in areas like bidding, contracts, insurance and labor relations. The focus, throughout the book, is on the latest practices and procedures and many examples are given to clarify the text.

Construction Estimating
by Raymond Jones, 1967

Delmar Publishers

This book is intended for those working in construction who are interested in learning how to estimate the amount of material, time and equipment required to complete a construction project. Parts I and II discuss the various major fields of construction in terms of the procedures and specifications required to construct a small residence. Parts III and IV are built around a complete set of architectural plans for a small commercial building. This book is designed for both classroom use and home study. The package consists of a text; architectural drawings of a residential and a commercial building; and a pad of Estimating Data sheets.

Construction Learning Packets

Continuing Education Publications

150 learning packets dealing with the construction cluster make up this program. Areas include: mathematics; hand tools; power tools; wood properties; concrete;

fasteners; safety; management; foundations; blueprint reading; floor systems; insulation systems; trowel tracks; millwork; kitchen cabinets; pipe trades; and finishes.

Course in Carpentry

California State Joint Apprenticeship Committee
Bureau of Publishers, California State Department
of Education

Serving as a supplement to on the job experiences, this book provides a training course for apprentices in carpentry. The text is divided into five units, covering the following topics: rough framing, roof framing, exterior finish, interior finish, and stair building. Each unit provides instruction, assignments and a study guide. Diagrams and drawings illustrate the principles and techniques.

Electrical Construction

by Robert Spinti and Tommy Koonce, 1971

University of Missouri-Columbia

This course of study consists of an analysis of electrical construction together with assignment sheets covering the related occupational information to be taught by the school. The analysis of electrical construction is a breakdown of the many tasks the electrical construction worker should be able to do, and the related information the worker should know. Each task is accompanied by an assignment sheet. These assignment sheets provide supplemental information, references for further readings, and questions and problems for the student to do. This text is to be used in conjunction with on the job training and classroom instruction.

Exploratory Drafting--Carpentry, SEE DRAFTING.

Exploratory Drafting--Masonry, SEE DRAFTING.

House Wiring
by Roland E. Palmquist

Howard W. Sams and Co.

House Wiring details the absolute importance of a good, safe, residential wiring job. Suitable for beginning electricity students and advanced electronics students who are not familiar with house wiring needs, techniques, and legal codes, this book covers the calculations, materials, equipment, accepted practices and techniques, installation, and design of house wiring.

How to Design and Install Plumbing
by A. J. Matthias, Jr., Esles Smith, Sr., and Robert J. Volland

American Technical Society

Explanations and illustrations of standard plumbing practices are presented in a text for students, architects, apprentices, journeymen, and other construction tradesmen. Coverage ranges from explanations of the smallest details to complete systems of water supply, pumping, drainage, sewage, and ventilation.

An Individualized Learning System for Carpentry

Learn Fast Systems, Inc.

This learning system is designed to allow students to learn at their own pace. The learning package system contains 2 parts: 1) the task package, which deals with each performance objective, and 2) the unit package, which contains a number of task packages related to a given unit of instruction. The package includes 14 units, covering the following topics: carpentry, hand tools; portable power tools; working machine tools; lumber; fasteners and adhesives; plans, specifications and codes for houses; house footings and foundations; household cabinets; floor framing; wall framing; roof framing; exterior wall finish; interior walls, ceilings and floors; and door and interior trim.

Masons and Builders Library
by Louis M. Dezettel

Howard W. Sams and Co.

The approved methods of masonry construction in all branches of the building trades are explained in this 2 volume set. It gives ideas, methods and plans from the practical experiences of successful masonry workers. The whole science of modern bricklaying and masonry is taught in easy step-by-step lessons. The text presents the essential facts of masonry based on actual experiences, including: statistics, rules processes, definitions, formulas, diagrams, tables, and estimations.

Mathematics for Plumbers and Pipefitters
by Bartholomew D'Arcangelo, Benedict D'Arcangelo and Russell J. Guest, 1973

Delmar Publishers

The aim of this text is to teach specialized mathematical principles to those in the plumbing and pipefitting trades. The emphasis is on the development of usable skills in the layout, measurement and computation of pipe lengths. New materials and techniques are covered. Instruction is provided on the measuring of pipes and the cutting of pipes both on the job and in the shop. The principles are first reviewed, then followed by problems provided for each topic.

Modern Carpentry
by Willis Wagner

Goodheart-Willcox Co., Inc.

Modern Carpentry is an easy-to-understand encyclopedia of basic information on modern building methods and materials. Special emphasis is placed on framing procedures. Drawings and photos show typical house construction details, from building the foundation to completing the roof. Modern carpentry practices are illustrated and described in simple language. Full information is given on how to use both hand and power tools correctly and safely. A special color insert shows color and grain characteristics of over 70 native and foreign woods. Modern Carpentry provides basic instruction for students in High School, Vocational School College, Apprentice Training, and Adult Classes.

Opportunities in Carpentry Careers
by Roger Sheldon, 1974

Vocational Guidance Manuals

The work of the general carpenter, the cabinetmaker, the millwright, and other specialists of the trade and re-related fields is examined in this book. It describes remodeling and maintenance, and seasonal and casual work.

Classroom training, apprenticeships, union versus nonunion labor, wages and fringe benefits are also discussed. A complete list of regional apprenticeship offices is included.

Plumber
1969

University of Texas at Austin

Plumber is a study guide with unit tests. Safety, blueprint reading, tools, mathematics, pipe, connections and joints, materials and equipment, sewage disposal, water distribution systems, maintenance and repair, and other topics are dealt with in 65 assignments (19 units). This study guide is based on Plumbing by Babbitt, 1960, McGraw-Hill; and How to Design and Install Plumbing, by Matthias and Smith, 1964, American Technical Society.

Plumber and Pipefitter
1974

The University of Texas at Austin

This manual contains the basic information for the plumbing and pipefitting trades needed by a two-year student as related instruction for on the job training. The 22 assignments cover safety, hand tools, fasteners, water supply systems, waste systems, and welded pipe work. A required reference is Hand Tools for Metalworking Trades, 3rd edition, 1972, which is published by this department.

Plumbers and Pipe Fitters Library
by Jules Oravetz, Sr.

ITT Educational Publishing

The books in this series were written to provide the student and apprentice with the related classroom instruction necessary to becoming a competent tradesman. Recently updated by a professional engineer utilizing the latest developments in the plumbing and heating industry; this series is particularly suitable for use in comprehensive building trades programs.

VOLUME 1. Contents: Piping mathematics; physics for plumbers and pipe fitters; plumbing materials; sheet metal; pipe; tools; soldering; lead work; formulas, tables, calculations; and review questions.

VOLUME 2. Contents: Water supply; drainage; sewage disposal; pipe joints; pipe fittings; roughing-in; valves and faucets; fixtures; and review questions.

VOLUME 3. Contents: Pipe fittings; gas piping; steam heating systems; hot water heating systems; boiler fittings; heating system planning; fuel-oil tank installation; air conditioning; braxing and welding; and review questions.

Related Information: Plumbing 1
by Harry Slater, 1958

Delmar Publishers

A competent plumber must not only develop basic skills, but be capable of applying a wide range of the technical information related to his trade. Plumbing is the first of a three-volume series presenting the related technology needed to supplement the practical work performed by the apprentice on the job. This book is organized according to a unit pattern which allows the instructor to structure the course so as to meet local training requirements. The text is divided into the following 7 sections: Pipe and Fittings, Soil Pipe, Cold Water Supply, Drainage Systems, Hot Water Supply and Fixtures. The sections are divided into units and each unit contains Objectives, Related Technical Information, and Suggested References. Assignments are provided to give the student the opportunity to test his mastery of the content of the unit. Charts, diagrams and drawings are also included to help illustrate the material.

Related Theory for Painters and Decorators
1974

Rutgers, Kilmer Campus

This is a rather elementary treatment of the painting trade, designed to increase the students' understanding of the materials they deal with. Under "Tools and Equipment," stress is placed on safety precautions. Also discussed in some detail are: kinds of paints, clear coatings and finishes, color, paint failures, and spray painting. An extensive glossary is included. The book is illustrated with pictures and numerous cartoons.

Residential Wiring (House Wireman)
1970

University of Texas at Austin

Residential Wiring is a study guide with unit tests. The 34 assignments (8 units of study) cover safety, tools, roughing-in, trim-out, signal system, appliance installation, troubleshooting, service calls, and customer relations.

Sheet Metal Blueprint Reading for the Building Trades
by Claude Zinngrabe, 1971

Delmar Publishers

The purpose of this book is to teach the student to interpret those plans which deal with the sheet metal trade in building construction, and other trade prints related to sheet metal work. This knowledge will help in the efficient fabrication and installation of sheet metal work. The book is divided into units of instruction, and objectives and assignments are included along with the instructional material. Fifteen drawings are provided in the back of the book and are designed to be used with certain assignments. Detailed instructions for the completion of all assignments are provided throughout the text. A review of measurement, angular measurement and drawing is also provided. However, a knowledge of basic mathematics and mechanical drawing is assumed.

Templet Development for the Pipe Trades
by R. J. Jones, 1966

Delmar Publishers

Using a logical sequence of instructional units, this book covers the fabrication of various pipe intersections commonly used in heating, plumbing and power plant installations. Beginning with the simplest form of pans which may be used as liners of other containers, the text progresses through the fabrication of roof flanges and cylindrical objects to the more complex methods involved in the development and layout of complicated pipe intersections. Step-by-step explanations of the principles involved enable the student to progress through the various steps of rectangular and cylindrical layouts. Diagrams and detailed instructions accompany each assignment. Each assignment includes a problem in pattern development and a series of review questions to insure mastery of the material.

Wiring for Your Home, Film

Changing Times Education Service

This film provides an artwork presentation of the fundamentals of electricity and emphasises the importance of adequate wiring, fusing and circuits in the home.

Woodworking for Industry
by John Feirer

Bennett Books

This book provides an introduction to the field of woodworking. It covers building construction as well as cabinet making. Technological developments in products, tools and building techniques are also discussed. The book is written in direct, simple language.

● BUILDING MAINTENANCE AND HOUSEKEEPING

Building Care for Hospitablity Operations

ITT Educational Publishing

The proper professional maintenance and cleaning of all buildings, restaurants, and public areas in hotels and motels is presented in this complete and practical guide. This text emphasizes step-by-step instruction for the non-specialist employee, such as the utility worker, handyman, or custodian. The book also offers a ready reference for management concerned with clean, economical building care. It serves as an invaluable aid to maximizing contract cleaning, since the contents are full of shortcuts, trade secrets, and cost-cutting techniques. Specific topics discussed are: wall washing; window washing; floor care; cleaning public areas; lobbies, stairs, and corridors; lighting maintenance; washroom cleaning; pest control; cleanability in design; care of painted surfaces; maintenance of metal surfaces; special cleaning problems; restains; minor repairs; and structural care.

Building Maintenance
by Jules Oravetz, Sr.

Howard W. Sams and Co., Inc.

The material for this careful survey of building maintenance areas was collected and written by a professional engineer. Maintenance personnel from many industries were involved in contributing information, since the maintenance of modern office, industrial, educational, and public buildings is a complex operation calling for many different skills. This text is widely accepted in vocational and some special-needs programs because it not only explores the methods and techniques of maintenance and building repair, but stresses maintenance-cost reduction through preventive measures.

The contents include: painting and decorating; plumbing and pipe fitting; concrete and masonry; carpentry; roofing maintenance; glazing and calking; sheet metal; electrical maintenance; air conditioning and refrigeration; insect and rodent control; heating; maintenance management; and custodial practices.

Building Maintenance Man
1973

University of Texas at Austin

Designed for use by high school students, this manual is a broad study of the fundamentals of carpentry, plumbing, painting, stuccoing, texturing, paperhanging, screw stud framing, floor covering, roofing, glass work, concrete work, electric motor servicing, and many other trade areas required of maintenance mechanics. The text consists of 45 assignments and is 378 pages long. A coordinators guide is also available.

Cleaning Restrooms Self Training Course

Restaurant-Hotel Aids

This booklet covers the complete restroom cleaning job in steps and photographs that are quickly read and easily understood. Included are 53 photographs, 3 review sections and 4 tear-out checklists for on-the-job use.

Custodial Training
Learner's Manual, 1966

The Ohio State University
Instructional Materials Lab.

An excellent source, this manual was designed to give building custodians a better understanding of the problems involved in providing adequate building services. It presents, in an organized manner, many ideas, practices, and suggestions which have been successfully used. The material included is adaptable for training custodians for any type of building, i.e. office, school, industrial establishment, institution, hotel or public building. The following topics are covered: work schedules, operational tasks (such as dusting, cleaning, etc.), different floor types and their care, floor maintenance materials, care of equipment and purchasing of equipment.

Functional Housekeeping in Hotels and Motels
by John T. Fales

Howard W. Sams and Co., Inc.

The management of the housekeeping function in today's hotels and motels has achieved a high degree of effectiveness. Its development in recent years has been rapid and significant. This book will enable the student to review the state of the art of hotel and motel housekeeping as it exists today and to assist in its further progress. The book's contents include: Organization; Staff; Employee Recruitment, Selection, and Placement; Training, Human Relations; Job Study; Work Improvement; Organizing, Planning, and Scheduling; Operations and Controlling; Fire Hazards; Purchasing; Materials; Floor Care; Linen Service; and Discussion Questions.

Home and Building Maintenance
by James Woodin and Louis Hayes, 1969

McKnight and McKnight

This book supplies the following information for those buying a home or even maintaining an apartment: 1) typical maintenance jobs well within the capacities of the high school student or the average homeowner; 2) basic information needed in "sizing-up" a job and 3) information useful to custodians of large buildings. The book provides basic information on the skills and tools needed for many maintenance jobs, along with a general knowledge of the operation of devices and systems. The following topics are covered: electrical service and systems, maintenance of electrical devices and applicances, the plumbing system, heating systems, tools and equipment, care of floors and furnishings, painting and interior maintenance, exterior maintenance, and special problems and activities. Each chapter has suggested activities and a list of references for future readings. Many pictures and diagrams are provided to clarify the subject matter. Tables and charts are included in the appendix which supply the information needed to carry out various maintenance jobs.

The Maid: Cleaning the Bathroom, Film, H 201

National Educational Media, Inc.

The proper procedures for cleaning a bathroom are demonstrated in this film. It provides instruction in cleaning the wash basin, fixtures, tub, shower, toilet bowl, floors and walls. Careful attention is paid to providing necessary supplies and to the correct use of detergents and other chemicals. The importance of reporting malfunctioning plumbing or electrical equipment is also stressed. Conscientious work and thoroughness is encouraged throughout.

The Maid: Making Up the Room, Film, H 202

National Educational Media, Inc.

This film demonstrates the responsibilities of a maid making up a check-out room, with special emphasis given to thoroughness in cleaning. Emphasis is placed on the proper technique for making up a bed, as well as clean-up procedures, changing of linens, dusting and proper guest relations. Also included is disposal of wastebasket contents, replenishing supplies, handling items left by guests and final inspection.

Sanitation, Safety, and Maintenance Management
by Bruce H. Axler

ITT Educational Publishing

A comprehensive, in-depth discussion of all aspects of sanitation, safety, and maintenance for the manager is provided by this text. It includes practical suggestions, discussions of the manager's responsibilities, and tips on safety for both employees and the public. The importance of maintenance and sanitation is emphasized, and methods for implementing the suggested procedures are included.

The contents include: introduction to the manager's responsibilities and economic implications; microbiology of food and environmental surfaces; employee and public safety; food preservation and conservation; food handling management; warewashing operations; environmental sanitation; general cleaning practices; general maintenance practices; landscaping and structural maintenance; swimming pool maintenance, sanitation, and safety; personnel management; day-to-day management; increasing worker productivity; specification and purchase of equipment and supplies; appendices of records, forms, and checklists; and questions.

● CASHIER AND CHECKING

Cash or Charge
by Richard Everhardt

Ohio State University
The Distributive Educational Materials Lab

This manual explains the importance of retail credit, identifies several of the more popular types of credit cards, and describes how to fill out cash and charge sales checks. The manual is divided into 2 parts. Part one contains simple examples of cash slips, while part 2 includes actual checks that are used for Bank Americard sales. Because the publication is intended as a preventative aid to problems which distributive educational students might face on their jobs, its use is recommended in conjunction with the student's daily encounters. Presented in the manual are: 1) methods for teaching the various sales concepts; 2) supportive transparencies, and 3) student handouts.

Checker-Cashier
by Edison and Mills, 1975

South-Western Publishing Co.

The fundamental operation of the cash register is presented in this text-workbook. It consists of nine sections of textual material with a total of 29 working projects. The book shows the place of the cash register in store control and presents textual material dealing with such topics as public relations and the store image. The workbook will require 20-25 class hours to complete.

Checker's Manual

National Association of Retail Grocers

The procedures used by food store cashiers are outlined in this manual in the format of step-by-step explanations. Material concerning dress, work attitudes, checkout procedures, and sales tax are included. Information is given on how to handle common errors on the cash register, redeem empty containers, cash checks and answer complaints.

Handling Checks and Credit Cards, Film, B 404

National Educational Media, Inc.

This film teaches clerks and cashiers basic procedures for handling checks and credit cards. Methods for determining which checks and credit cards are acceptable, which should be rejected and which should be referred to the manager or credit department are demonstrated through dramatic portrayals of check and credit card transactions. The film stresses the points which determine acceptability, such as the conditions of the check or credit card, to whom the check is made out, correct dates, expiration dates, acceptable money limits, and other determining factors. Also included are correct procedures for securing customers' proper identification and many other factors in check and credit card acceptance. There is an emphasis throughout the film on customer courtesy.

Handling Money, Film, B 404

National Educational Media, Inc.

Proper and safe methods of handling money are important parts of protecting business establishments against loss. This film demonstrates basic principles involved in the transfer of money from one person to another. The film emphasises that such transactions can be accomplished safely and with mutual satisfaction. It attempts to create the attitude in employees of "treating your money as their own." Real-life situations involving cashiers and clerks are used to present, in detail, the proper methods of counting money, making change and avoiding the errors commonly caused by interruptions. The film makes personnel more aware of areas in which mistakes most often occur. Special consideration is given to the handling and treatment of large bills. How to spot marked, altered or counterfeit money, and the artifices of the short-change artist are also discussed.

My First Job: Checker-Cashier, Film

Coronet Films, No. 3437

A young woman working in a medium size supermarket talks about the personal qualifications and the responsibilities of the checker-cashier.

My First Job: Drugstore Clerk, Film

Coronet Films, No. 3440

A young woman relates some of her sales experiences and on-the-job training in a medium size drug store. Her job combines all three areas of retail work: selling, cashier duties, and stockhandling.

The Retail Cashier, Filmstrips with records
The Chase Manhattan Bank

McGraw-Hill Book Co.

Designed to fit any distributive education program, these filmstrips depict all aspects of retail cashiering. Counterfeit currency is the topic of the first filmstrip, in which students are shown exactly what to look for when suspicions arise. Handling cash, methods of counting, making change, and sorting bills are among the procedures described in the second filmstrip. Checks are reviewed in the third filmstrip, and students are shown how checks clear, how long the procedure takes, as well as how checking accounts are maintained. The fourth filmstrip is about credit cards: the different types, the limits each carries, billing, and "hot lists." The fifth filmstrip shows students how to go about securing customer identification. Here students are given guidelines on the validity of the different forms of ID. The filmstrips come with a text-workbook that encourages student involvement with many different kinds of interesting exercises.

What Every Clerk Should Know

National Association of Retail Grocers

Beginning retail food store employees may find this booklet useful as an aid to accelerating their orientation to the various jobs for beginners. General personal appearance, manners, work attitudes, and work techniques are stressed. Tips on how to sweep floors, clean and restock shelves, build displays, and maintain an attractive store, inside and out, are included.

COMPUTER AND DATA PROCESSING

Business Data Processing I
by Robert Albrecht

Digital Equipment Corp.

Designed for beginning programmers and data processing students, this workbook provides a study of data manipulation, lists and ordering. The teacher's guide contains program solutions.

Computer Concepts
by the National Data Processing Institute, Inc.

ITT Educational Publishing

These student-action text-workbooks can serve as prerequisites for any programming language and contain all of the computer theory any student needs. Clearly and concisely, they cover all of the basic computer concepts in a logical, easy-to-follow sequence. The text of these two volumes is intended to cover all computers, regardless of the manufacturer. When reference to a specific computer is necessary, that reference is to the IBM System 360.

Computer Dictionary
by Charles J. Sippl

ITT Educational Publishing

This dictionary covers the field of data processing, as well as the equipment and systems in use. It lists more than 5000 definitions, acronyms, and abbreviations, but is more than "just a dictionary." It devotes more than 135 pages to 20 appendices containing short, factual discussions and listings of pertinent information on many phases of electronic data processing. Ideal for student use, the dictionary was compiled by author Sippl, an instructor of computer and related courses, who found that students and others are often handicapped because they do not understand computer terms.

Computer Problems for Business I
by LeRoy Finkel

Digital Equipment Corp.

An assortment of business problems for computer solution that are appropriate for high school business classes. Topics include comparative shopping, truth in lending, invoicing, mortgages, bank statements, net pricing, the gas squeeze and budget forecasting. The teacher's guide contains sample problem solutions.

Computer Programming--Assembler Language
by Willard R. Jarchow

ITT Educational Publishing

This is the clearest presentation yet made of the highly complex Assembler Language. This text-workbook presents the details of Assembler Language coding through 10 unique programming problems useful with the following third-generation computer equipment families: IBM System/360, Univac 9000 Series, and the RCA Spectra 70. This book stresses the programming needs that arise from managerial and record-keeping functions of business and governmental organizations. The student problems, as well as the programming examples, all relate to the inventory control application of a fictitious electrical wholesaler.

Key Punch

ITT Educational Publishing

A full, thorough explanation of the program card and the functions of the IBM 026 and the IBM 029 is presented in this text-workbook. It contains 21 real-life job exercises including accounts receivable, accounts payable, payroll problems, time-cards, sales analysis and computer source problems; plus six numeric drills for accuracy and speed. Using this text-workbook, a student can learn through practical application at his own pace while the instructor is free to provide individual instructions.

Key Punch Kit

Contains the text-workbook and a kit of 1500 cards in a heavy-duty box. Using the text-workbook and kit, a student can learn through practical application at his own pace. Order with Key Punch text (listed above).

● COSMETOLOGY

The Art of Hairstyling
by American Beauty Service, 1966

American Beauty Career Service

The Art of Hairstyling includes information on hair-cutting, shaping and pin curling, finger waving, hair-styling, and advanced styling. The hair-styling chapter is broken down into three parts, each dealing with a section of the hair. The first division discusses the side, the second the top, and the third the back of the head. The student is given the opportunity to create numerous styles by combining the three in various ways. The manual is well illustrated.

Careers in Cosmetology, Film

National Career Center

A look at the career opportunities in hairdressing and cosmetology is presented in this film. It provides facts on aptitudes, qualifications, training requirements, employment opportunities and other career information.

Chemistry in Your Beauty Shop
by Arnold Lowman, 1959

Cardinal Laboratories, Inc.

The author has a research background in the pharmaceutical, medical and biochemical fields, and speaks with authority on chemistry in the beauty salon. Many fundamental facts are given on the composition and behavior of substances, the cold waving process, shampoos, cream rinses, hair tints and various other hair products. One chapter is devoted to dangerous chemicals used in the beauty salon.

Cosmetology--The Keystone Guide to Beauty
by Anthony B. Colletti, 1970

Keystone Publications

This basic cosmetology text deals with both practical aspects of the occupation and related theory. The "why" as well as the "how" of the various practical occupations is explained as the material is presented. A cartoon character calls attention to important points throughout the text, providing an interesting and unique approach to a basic cosmetology textbook.

Men's Hairstyling as Your Career, Film
1973

National Career Center

Is there a need for barbers and men's hairstylists in today's society? This film helps to answer that question by stressing the growing occupational possibilities in the male hair-grooming field. A view of in-training activities is presented, along with on-location scenes of internationally renowned hairstylists as they display their talents.

Related Science Cosmetology
by Edward Wasserman, 1972

Rutgers--The State University
Kilmer Campus

The purpose of this book is to provide instruction in the sciences associated with Beauty Culture. The text is divided into 11 units, covering the following topics: Hygiene and Sanitation, The Unseen World (microscopic organisms, bacteria, yeasts, etc.), The Human Body (cells, tissues, nervous system, digestive system, etc.), The Skin, The Hair and Scalp (composition of hair, hair problems, scalp disorders), The Nail (composition of the nail, nail disorders), The Chemistry of Hair Products, Chemistry of Tints and Bleaches, Chemistry of Cosmetics, Electricity in the Salon and Light in the Salon. Each unit has a summary, review questions and suggested study aids for home and school.

Standard Textbook of Cosmetology
by Constance Kibbe, 1972

Milady Publishing Corp.

All phases of the cosmetology field are presented in this basic textbook for students. It is designed for national use and therefore contains more material than some states require. This is probably the most widely used of the basic texts.

● DRAFTING

Basic Drawing
by Charles Green, 1970

Rutgers, Kilmer Campus

Serving the student as an introduction to the fundamentals of drawing, this book is divided into five units and covers the following topics: an introduction, orthographic projection, working drawings, section drawings and pictorial sketching. Each lesson contains an objective, related information, assignments, and questions or problems. Topics for discussion are also suggested. Diagrams and drawings are included to help clarify the material and new procedures are taught with step-by-step instructions. Because basic material is covered, and in an easy-to-follow, step-by-step manner, this book seems suitable for the beginning drafting student.

Careers in Drafting
by Abe Leiffer

Educational Dimensions Corp.

This is one of a series of career guidance kits (2 filmstrips, 2 records), which feature working professionals telling of their experiences and offering practical advice. In *Careers in Drafting*, Leiffer outlines careers in technical, architectural, structural, civil and mechanical drafting.

Drafting--I
by Bruce Folena, 1970

Rutgers, Kilmer Campus

Drafting I provides instruction in the use of fundamental drafting tools and materials for the making of working drawings. The text begins with an introduction to freshman drafting, and progresses in a logical sequence of instruction. The book is divided into lessons, with each lesson including objectives, related information, and assignments to be completed by the student. Diagrams and pictures are provided to help clarify the material. Transparent overlays have been developed for use with this text to provide assistance to students in interpreting the directions. These overlays are available from Rutgers, and can be ordered for use with the text. This book appears to provide comprehensive instruction in drafting at the first year level.

Drafting Technology
by Elmer Rotmans and Homer Horton, 1967

Delmar Publishers

Since it provides a well-rounded course in drafting, this book is ready for use without further preparation by the instructor. The book is divided into seventeen units. Each unit includes a progressive series of instruction sheets to aid the student in the development of basic skills and in gaining an understanding of commonly used drafting practices. The instruction sheets are arranged in order of learning difficulty. Each instruction sheet includes: a detailed discussion of each new drafting principle, illustrations and explanations to show how these practices are applied, an assignment and step-by-step directions for completing the assignment. Review problems are also included to check the student's mastery of the material. Since the book starts at a very basic level, and progresses gradually through more difficult material, it seems well suited for the beginning drafting student.

Drafting Technology Problems
by Lawrence Gerevas, 1969

Howard W. Sams and Co.

The problems in this book are designed to cover a two-year course for mechanical drawing technicians in junior colleges, technical and apprentice schools and trainee programs. Mechanical drafting is broadly covered by these problems, which start out with lettering and end with machine design. The book was intended for use with a comprehensive drafting text. The problems give the student experience in the selection and spacing of views, balancing of layout and making scale decisions. The appendix contains instructional material, charts, tables and formulas which are required for the solution of advanced assignments.

Exploratory Drafting--Carpentry
by Leroy Hullin, 1971

Rutgers, Kilmer Campus

The purpose of this book is to introduce the student to the drafting room, and give him an elementary introduction to carpentry drafting. The book is divided into 3 units and covers: the use of basic drafting tools, basic blueprint reading and carpentry drafting. Objectives, information and assignments are provided for each lesson. Simple drawings are included to illustrate the procedures. The lessons are very elementary, and are aimed at the student with no background in drafting.

Exploratory Drafting--Commercial Art
by Leroy Hullin and Neal Perkins, 1971

Rutgers, Kilmer Campus

While serving the student as an introduction to the drafting shop, this text provides special emphasis on drafting for commercial art. The book is divided into three units. Unit I covers the use of drafting tools, Unit II covers basic blueprint reading, and drafting for commercial art is covered in Unit III. Each lesson includes objectives, related information, and the instructional material pertaining to that topic. Illustrations are provided to help clarify the material. Assignments are also provided which allow students to apply what they've learned. This book seems quite appropriate as an introduction to drafting for high school students.

Exploratory Drafting: Horticulture
by Leroy Hullin, 1971

Rutgers, Kilmer Campus

The purpose of this book is to introduce the student to drafting, with an emphasis on the drafting techniques used in horticulture. The book is divided into 3 major units: How to Use Basic Drafting Tools, Basic Blueprint Reading and Drafting for the Horticulture Student. The units are divided into lessons, with each lesson containing objectives, related information and step-by-step instructions on drafting procedures. Simple drawings are used to illustrate the procedures. Assignments are included, as the student is expected to be able to apply what he has learned. This book was written at an elementary level, and assumes no background in drafting.

Exploratory Drafting--Masonry
by Leroy Hullin and Neal Perkins, 1971

Rutgers, Kilmer Campus

As it acquaints the student with basic drafting, this book emphasizes the uses that can be made of drafting by the masonry student. The book is divided into 3 units. Unit I covers the use of basic drafting tools. Unit II introduces basic blueprint reading. Drafting for the masonry student is covered in Unit III. Each lesson has objectives, related information and step-by-step instructions for the tasks presented. Assignments are also provided to give the student the opportunity to apply what he has learned. Illustrations and diagrams are included to help clarify the material. This book appears well-suited as an introduction to drafting and masonry for the high school student.

Exploratory Drafting--Printing
by Leroy Hullin and Neal Perkins, 1971

Rutgers, Kilmer Campus

Along with introducing the student to the drafting room, this book points out the ways in which drafting practices are useful to the printing trade. The book is divided into 3 units. The first unit covers the use of basic drafting tools, Unit II provides information on basic blueprint readings, and drafting for the print shop student is covered in Unit III. Each lesson has objectives, related information, and step-by-step, illustrated instructions on how to perform the tasks.

Assignments are provided which give the student the opportunity to use the new skills. The book covers basic and simple projects which will help the student in the shop, in his hobbies and around the home. The book is written simply and clearly, and seems very well suited for the high school student with little or no background in drafting or printing.

Exploratory Drafting--Sheet Metal
by Leroy Hullin, 1971

Rutgers, Kilmer Campus

The purpose of this text is to acquaint the student with the drafting room, and give him a brief introduction to sheet metal drafting. The book is divided into three sections: how to use basic drafting tools; basic blueprint reading; and basic sheet metal drafting. Each lesson has an objective, related information and detailed instructions for the assigned tasks. Simple illustrations are included to illustrate the procedures. This text is written on a very elementary level and is appropriate for students who have no background in drafting, but are interested specifically in sheet metal drafting.

Interpreting Engineering Drawings
by C. Jensen and R. Hines, 1970

Delmar

For students, apprentices, journeymen and others who need to know how to read and interpret engineering drawings, this text presents instructional material in a logical sequence. New drafting conventions and simplified drafting standards are used throughout the text. Written materials and illustrations precede the drawing assignments and contain related technical information and principles of drafting necessary to interpret the new material on each drawing. Where necessary, shop practices are defined and explained to clarify the meanings of the operational notes on the shop drawings. Selected charts and tables needed to solve the problems are all included.

Structural Drawing Manual
by Leslie Kiray, 1968

Rutgers-10 Seminary Place

This manual was designed to meet the requirements of drafting technicians and structural draftsmen. It covers the duties of the structural steel draftsman in the preparation of the detailed working drawings for the members of steel, the concrete structures, and the corresponding bills which emanate from the drafting room. The drawings for concrete, steel and roofing structures are covered briefly to aid the drafting technician in this parallel work. However, no attempt was made to treat them exhaustively. The purpose of this manual is to guide the draftsman in the making of accurate industrial drawings for production, once he has completed a course in geometry, mathematics and strength of materials. It is aimed at both the beginning and advanced structural draftsmen and technician practicing in classrooms or the professional field. It is primarily intended for use by the student in technical and secondary schools and wherever structural work may be taught. However, it can also be of value to the beginning draftsman in structural positions as well as to the practicing technician making preliminary design layouts for the builder or contractor.

Technical Drawing
by Thomas Mosley, 1968

Rutgers, Kilmer Campus

Designed as drafting instruction at the first year technical level, this book can be used by the student as an instructional work text and by the teacher as a course of study. The book is divided into seven major units, and each unit contains a series of lessons. Each lesson includes objectives, information, and assignments. References are also included for other sources, such as newspapers or other (but not specific) drafting texts. The material is presented in a logical teaching order, and has been designed for use with any standard drawing text. Illustrations have been included to provide supplementary instruction for specially related techniques. Charts and tables containing relevant information are included in the appendices.

● DRYCLEANING

Drycleaning and Pressing
Student's Guide, 1969

Curriculum Coordinating Unit, Mississippi

This guide contains an overview of the cleaning and pressing fields. It consists of ten assignments that deal with chemicals, soaps and detergents, fabrics and dyes, receiving, inspecting, classifying and marking work. There are additional topics covered in the assignments as well.

Laundry and Drycleaning
by R. Willett and J. Grabner, 1970

Small Business Administration

Looking for a concise source of information? This pamphlet is designed for use as a resource material for students on the secondary level. Topics covered are: laundry, drycleaning, coin-operated, and nonautomatic washers and a bibliography.

● FASHION

Color, Line, and Design

Howard W. Sams and Co.

This book deals with fashion drawing and sketching for the non-artist. It covers color theory, psychology and application as related to apparel, sales promotion and advertising. A review of the history of costumes with text and illustrations is used to teach the concept of historical influence on modern dress. The remainder of the text discusses accessories, basic silhouettes, clothing details, size ranges, and categories. A jointed fashion figure and full color chart are provided along with the textual information.

Fashion Accessories
by Leslie Ruth Peltz

ITT Educational Publishing

For fashion students and fashion teachers who want to know Everything About Accessories this new book can serve as a good reference. The topics discussed are: leather; shoes; handbags, gloves, belts and umbrellas; hosiery; intimate apparel; millinery, wigs; furs; jewelry; and cosmetics. Each subject is dealt with in detail. The style of presentation is straightforward, and easy-to-read. Illustrations are provided to reinforce textual content.

Fashion Fundamentals. Assignment Manual and Answer Book
Instructional Materials Lab, 1975

University of Texas at Austin

Fashion Fundamentals is an individualized assignment manual for students' career preparation in fashion merchandising, selling, buying, and entrepreneurship. The format simulates a fashion magazine, complete with original artwork and colorful descriptive illustrations. Sixteen assignments cover the fashion industry and careers, fashion trends, elements of design, color, fabrics, line, matching design to individuals, cultural influences, selling, buying, merchandising, and promotion.

Fashion Merchandising Internship Program Workbook

Howard W. Sams and Co., Inc.

Every phase of retail store activity is covered in this text. Learning is encouraged by the inclusion of charts, forms, and questions to be filled out by the student. The book contains explanations of the following topics: store policies and rules, employment and training, merchandising information, organization, sales promotion and merchandising activities, supervision, systems and procedures. The goal is to build knowledge, understanding and confidence while the student is employed in a work/study program.

Selling Fashion Apparel
by Mullikan, 1975

South-Western Publishing Co.

This text-workbook consists of six sections of textual material which give an overview of the world of fashion, describe the salesperson's creative role as a fashion consultant to customers, discuss principles of fashion design and textile characteristics, and present specific techniques for selling women's and men's apparel and accessories. A comprehensive glossary of fashion apparel terms follows the textual material. Six sections of projects directly related to the textual material provide meaningful experiences in effective fashion apparel salesmanship. This book can be used as a basic or supplemental text and project workbook for a class studying fashion merchandising or salesmanship, for a distributive course for individualized instruction, and for small-group study.

● FIREFIGHTING

Fire Service Training. Textbook, 1964

The Ohio State University
Instructional Materials Lab.

This well-illustrated, revised text is designed for use in basic and advanced fire training courses. It provides information for training volunteer and paid fire fighters. Chapter titles are: Community Fire Defense, Chemistry of Fire, Classification and Use of Fire Extinguishers, Water As Used in Firefighting, Fire Hydrants, Standpipe and Hose Systems, Sprinkle Equipment and Automatic Alarms, Fire Pumps, Fire Hose, Tools and Equipment, Rope in the Fire Service, Rescue, Driving Suggestions, Fire Detection and Arson Investigation, and Inspections and Radiation Hazards.

Low Pressure Boilers
by Fred M. Steingress

American Technical Society

Low Pressure Boilers is a text intended for practical vocational training of firemen for schools, apartment buildings, institutions, public buildings, etc. In a detailed study of each system that makes up a boiler installation, essential information is given regarding: combustion, water, draft, and steam. While the information is not specifically related to high-pressure systems, it will be of great value to the fireman working in the high-pressure boiler field. Throughout the text, consideration is given to techniques for use in reducing smoke and pollution.

Pump Operation and Maintenance
by Roi Woolley and Robert Ely, 1971

California State Department of Education
Business Service Section
Textbook and Publication Sales

Designed for use in the training of fire fighters, this student manual focuses on modern fire department pumpers and the changes in their design, construction and operation. Four units provide information for 22 lessons organized as: 1) Pumping apparatus; 2) Pumping apparatus and maintenance; 3) Pumping apparatus tests and 4) Pumping apparatus operation. The appendix provides a glossary, information on heat and water, truck brakes, and methods of checking the condition of engines through oil analysis. Working drawings and photographs of equipment illustrate the text.

● FOOD SERVICE

Baking (Baker)
1970

University of Texas at Austin

Baking consists of a study guide and unit tests. An answer book is also available. Assignments cover a safe and sanitary bakery, measuring ingredients, mixing bread and roll dough, making sweet dough and specialties, making pies and pastries, and making cakes and cookies. References are Sultan, *Practical Baking*, 1965, AVI Pub.; and *Preventing Food-Borne Diseases*, Texas Department of Health.

Baking: Related Science and Trade Information
by Cy Sommes, 1974

Rutgers, Kilmer Campus

While acquiring an understanding of baking science, as it is presented in this text, the student is expected to learn the why rather than the how of baking. The book is divided into 12 units, and each unit covers a different food product, such as flour, starch, or milk products. The related science of each food product is covered in detail. The manufacturing and structure of each product is included, as well as its effects in combination with other products. A glossary of relevant terms is provided in each unit, as well as a test, which students are to complete and grade themselves. The only purpose of the test is self-evaluation, so that it functions solely as a learning device.

Busboy Training Book

Restaurant-Hotel Aids
Order No. BB2000

This kit allows busboys to train themselves without supervision. Procedures are taught with cartoons and "how-to" techniques. The kit covers busboy duties and responsibilities, proper methods, courtesy, cleanliness, meeting the public, salesmanship aspects of the busboy's job, and cooperation with fellow workers and supervisors.

Cafeteria Service, Film, FS 129

National Educational Media, Inc.

Demonstrated in this film are the basic job responsibilities of food servers in cafeterias. It presents information on portion control, presentation of plates, and proper maintenance and stocking of serving trays. Included are tips on personal appearance, customer relations, as well as techniques for keeping the line moving at maximum speed. This film is applicable to commercial and industrial cafeterias, school, hospital, and armed forces facilities, buffets, smorgasbords, etc.

Career: Food Service

Cahners Career Education Series/Cahners Books

Career: Food Service was designed to develop the student's competency in each of the many job skills required for successful employment. Students learn the basics of each job by doing, and are not to move ahead until they can perform each skill. Careers: Food Service is composed of 35 individual activity modules, each of which covers a set of skills or knowledge required for a specific job. Students progress from one module to the next after demonstrating that they have learned the requisite skills. The material is leveled so as to be appropriate for secondary, post-secondary and technical students. The entire program is designed to extend over a three-year period, with the student progressing at his own pace through the "career ladder," from the least demanding vocational jobs, such as dishwashing, through the more complex jobs, until vocational competency is attained.

Commercial Foods Mathematics-1
by Blanche Dornfield

Rutgers, Kilmer Campus

The basic arithmetic principles as they are applied to jobs of the foods trade are covered in this text. The book is divided into six units and covers the following topics, stressing their relevance to the foods trade: whole numbers, fractions, decimals, percentages, and measurements and accounts. Each unit first provides a basic review of the concepts covered, and then instruction more pertinent to the foods trade. Exercises and assignments are provided to give the student experience with the concepts. Each unit includes an achievement test to insure mastery of the skills presented. A general review is provided at the end of the text to test student knowledge of the course content.

Convenience and Fast Food Handbook
by E. Thorner

Restaurant-Hotel Aids

This book explores in depth many techniques related to the fast food service area. It provides information related to the present and future problems and trends in fast and convenience food service. The contents are as follows: The Preparation System; Storage Areas; Production Areas; Microwave Cookery; Deep Frying; Quality Control; Efficiency Foods; Convenience Foods; Convenience Desserts and Beverages.

The Correct Waitress
by Susan Dietz, 1952

Hayden Book Co., Inc.

This book was written as a practical manual for both new and experienced waitresses. The book is divided into 13 chapters and covers various aspects of food service. Managerial as well as personal topics are discussed. The following topics are covered: qualifications, restaurant profits, merchandising, sanitation, planning, service, and morale building. The book is clearly and simply written, and includes illustrations to help reinforce the material.

Culinary Arts Workbook: Part I
by James Pair and Eric Lahr, 1972

California State Department of Education
Business Service Section

Designed for classroom instruction that supplements on-the-job training for apprentices in the food handlers industry, this workbook contains 9 units of instruction with a varying number of topics within each unit. Each topic presents the main insights of the lesson, supplementary reading materials, study assignments, and questions for the student. The following units make up the course content: 1) The Apprentice Cook and His Trade; 2) Government, Labor and Management; 3) Review of Basic Mathematics; 4) Basic Kitchen Rules; 5) Culinary Information; and 6) Food Stations on the Job. Photographs of equipment used in commercial kitchens are found throughout the text.

Dining Room Service
by Lewis Lehrman, 1971

ITT Educational Services, Inc.

Many aspects of dining room service, mainly from the manager's point of view, are discussed in this book. Planning, management, equipment, human relations, personnel, service of guests, and showmanship are all covered. In addition, there is one chapter on special service situations and another on counter service. The book is written in a readable manner with chapter subheadings included to make the material clearer. A summary and questions for discussion are also included in each chapter. Though much of the material seems to be directly relevant to the restaurant manager, there is much of interest to the waiter and waitress. An appendices includes a list of wines of the world, fifty common cocktails and a glossary of menu terms.

Dishwashing by Hand and by Machine
by Carol Troutman, 1974

Rutgers, Kilmer Campus

The purpose of this manual is to provide the student with the skills necessary to wash dishes both by hand and by machine. The manual is divided into six parts and covers the following areas: Vocabulary, Hand Dishwashing, Machine Dishwashing, Problems and Checks, Special Treatment of Various Dishes and Safety Tips. Each part has objectives, instructional material, student activities and a review. The sections also contain a worksheet which gives the student the opportunity to demonstrate mastery of the material.

Elements of Food Production and Baking
by Aaron Kaplan

ITT Educational Publishing

Almost nothing enhances or detracts from the reputation of any food hospitality operation more than the production of its food. Without the carefully controlled quality preparation of cuisine, all other ancillary services are usually in vain. This text not only helps the student develop a firm initial knowledge of food preparation, but also serves as a valuable addition to his "cookbook" reference shelf. The following topics are discussed: sanitation and safety; kitchen tools and equipment; basic cooking methods; stocks, soups, sauces, and gravies; meats;

seafood; poultry and game; vegetables, starchy products, and fruits; eggs and cheese; salads and dressings; hors d'oeuvres, canapes, sandwiches; pies and pastries; cakes, cookies, and icings; desserts; coffee and tea; convenience foods and microwave ovens. Questions for discussion are also provided within the text.

Fast Sandwich Making, Film, FS 108

National Educational Media, Inc.

The importance of planning and the methods for organizing fast action in cold sandwich production are emphasized in this film. Time and labor-saving approaches and teamwork are stressed. Efficient sandwich-making methods that do not sacrifice quality for quantity are demonstrated step-by-step. Included are proper techniques of using sandwich-making tools.

Focus on . . . Breakfast Cookery
by Bruce Axler, 1974

ITT Educational Publishing

Eating breakfast away from home is a popular American practice. Breakfast operations can be a profitable source of income for food service operators. Breakfast Cookery offers suggestions on purchasing breakfast foods, cooking breakfast items, planning menus, merchandising, and developing distinctive and profitable breakfast operations. The book also contains new breakfast dishes and new markets for operations with current breakfast business. The book is written in an interesting and readable form, and step-by-step instructions are provided where new procedures are introduced. The emphasis is on profits, proven methods, and industry tested techniques. This approach would be relevant to anyone in food service, and especially to those interested in the managerial aspects.

Focus on . . . Buying and Using Convenience Foods
by Bruce H. Axler, 1974

ITT Educational Publishing

This book discusses all aspects of convenience foods: the implications for purchasing, receiving, storage, issuing and production procedures. Types of convenience products and convenience systems are discussed from the restaurateur's point of view. Purchasing information, specifications, quality standards, guidelines and evaluations are also presented. The basic question towards which this book is aimed is: "Make, or Buy?" The book is written in a readable manner, with good organization and charts and illustrations to supplement the material.

Focus on . . . Practical Wine Knowledge
by Bruce H. Axler, 1974

ITT Educational Publishing

Practical Wine Knowledge is a compilation of wine information in a readable form, and was written for anyone who wants to know more about wine. It offers a guide for the restaurateur who is interested in getting a wine list to offer his customers that is within his budget. The book also provides information for the consumer on purchasing wine, storing and caring for it, and serving it. The following topics are covered in a manner that is suitable for beginners in the field, as well as readers with some knowledge: perspective on wine, guide to purchasing wine, guidelines for evaluation, guidelines for storage, serving wine, wine and the menu, wines of France, wines of Italy, wines of Germany, and wines of the United States and other countries.

Focus on . . . Showmanship in the Dining Room
by Bruce Axler, 1974

ITT Educational Publishing

The restaurateur can consult this text for hundreds of ideas designed to increase profits with minimal cost by increasing repeat business, and by making the dinner a memorable experience. Some of the ideas require some investment, while others do not. Some require well-trained staff, while others make the work for service personnel easier. The following four areas of showmanship are covered in some detail: 1) special effects, such as dramatic salad bars, hors d'oeuvre wagons, customer cooking, and unique beverage service, 2) carving in the diningroom, 3) flambeing of all cooked dishes, desserts and beverages, and 4) tableside preparation of main courses, appetizers, salads and desserts from the raw ingredients. Each of these topics are covered thoroughly and include diagrams, necessary equipment and step-by-step procedures.

Food and Beverage Cost Controls
by Bruno Maizel, 1971

ITT Educational Services, Inc.

The purpose of this text is to help students understand management's attitude toward cost controls through analysis of all aspects of a food service operation. The book is divided into 21 chapters. Among those topics included for discussion are: control of food sales, menu costing and pricing, purchasing controls, control systems, inventory, and budgeting. Each chapter has illustrations and charts to supplement and clarify the written material. A summary is provided at the end of each chapter, as well as questions for discussion.

Food Preparation for Hotels, Restaurants, and Cafeterias
by R. G. Haines

American Technical Society

Designed for vocational training in professional, commercial food preparation, this practical text on culinary arts covers all phases of the field and has been revised and updated to insure a thoroughly modern content. Two new chapters have been added, one on Breakfast Preparation and another on Specialty Desserts--desserts of all kinds from creamed pudding to baked Alaska and flaming desserts. Fundamentals covered start with career-opportunity information, equipment, safety, and sanitation--followed by clear, step-by-step illustrations and explanations on professional methods--from assembling ingredients and equipment to the point where the prepared item is ready to serve. Extra features include quality control, menu preparation, management, and a revised and expanded glossary of culinary terms. This text is a highly practical one, since it provides thoroughly tested training for professional achievement in this field.

Food Science
by Nicholas Popiak, 1970

Rutgers, Kilmer Campus

In order to provide the student with a basic knowledge and understanding of the science of foods, this manual begins with the fundamental concepts and principles of science and is comprehensive enough to serve as a basis for the study of the bacteriology of foods, nutrition, and chemistry of foods. The book is divided into ten units and covers the following topics as related to food science: the body and food, physical and chemical changes in food, composition of foods, leavening agents, food spoilage and food preservation. Each lesson includes objectives, related information, suggested activities and an assignment. Achievement tests are provided for each unit. A glossary is included with all related terms and definitions.

Food Service
by Barbara Furneisen and Charles Sochem, 1971

Rutgers, Kilmer Campus

How do you relate information to a student who cannot hear? The specific aim of this book is to teach deaf students skills in food services. The book is written in a very simple manner, and contains many illustrations and demonstrations, in order to facilitate learning by the deaf student. The book was designed for use as a tool to aid the student as he gains practical experience, and should be supported by visual aids and demonstrations. Textual content is divided into 11 units which cover food preparation, and related topics. Each lesson includes objectives, information, vocabulary and assignments. A picture-glossary of small equipment is included in the back, as well as a vocabulary section. Achievement tests are provided for each unit to evaluate the student's knowledge of the course content.

The How-To-Make-It Bakery Book
by Cy Sommes, 1970

Rutgers, Kilmer Campus

The purpose of this book is to teach the student the special skills involved in handcraft baking. The book is divided into units, with each unit covering a different bakery product. General information is provided for each product, as well as detailed, step-by-step instructions on how to bake various creations, such as pies, cookies, cakes and bread. Finishing and decorating are also covered in detail. Illustrations are provided to clarify the procedures. A recipe section is included in the back with recipes for a variety of baked goods. Because of the step-by-step instructions, and many diagrams, this book seems well suited for the beginning baker.

How to Plan and Operate a Restaurant, 2nd ed.
by Peter Dukas

Hayden Book Co., Inc.

While it is a comprehensive treatment of the organization and operation of a restaurant, the content of this text is approached from the view of management training. The chapters are informative and comprehensive, and include such topics as organization, planning, equipment purchasing, merchandising, motivating the labor force, selecting employees, credit, and record keeping. This book is suitable for mature, interested students.

Introduction to Professional Food Service
by James Coffman, 1971

Rutgers, Kilmer Campus

Fundamental information, in lesson form, is provided for people interested in entering the food service field. The objective of the course is to give the trainee a foundation in related food service subjects, as a basis for the study of actual food preparation. Successful completion of the manual indicates that the student is qualified to undertake advanced courses in food service, or to go out into the field with a good basic knowledge. The book is divided into lessons, with each lesson covering an important area of food service. Each lesson has a preview which serves as an overview of the material to be discussed before the lesson itself begins. "Brainteasers" at the end of each lesson are provided for the student to evaluate his own knowledge of the content. Progress tests are provided throughout the manual to check the student's mastery of the material.

Jackson's Tree, Film, 1962

General Mills, Inc.

The purpose of this film is to attract young people to a career in the food industry. It tells the story of a father who is disappointed in his son's decision to work in a supermarket. After checking out the facts, the father finds that they point to a rewarding career and changes his mind about the prospects for his son's future.

Meatcutter, 1973

University of Texas at Austin

This study manual presents a thorough discussion of the meatcutting trade. The following topics are covered: safety; tools and equipment; careers in meatcutting; a short history of the cattle industry; how to break down the carcass of beef, lamb or pork; cutting retail cuts from wholesale cuts; trade mathematics; pricing; storing and displaying meat; and other aspects of the trade.

Meatcutting
by Warren Auld and Duane Ulrich, 1972

California State Department of Education
Business Service Section

Designed for use by apprentice meatcutters, this book serves as an introduction to the meatcutting trade. It provides the background information as well as technical know-how needed by the apprentice meatcutter. The following topics are covered: the apprentice meatcutter and his trade; applied mathematics; tools and equipment; weighing, packaging, and making change; meat and fish as foods; meat from farm to table; inspection, classification and grading; and meat salesmanship. Each topic includes suggestions for discussion and a study guide. Most of the related information for each topic is contained within the workbook. However, at some points the reader is referred to other texts for additional information. A glossary of relevant terms is provided in the back for the student's information. An examination is also provided which covers the entire course content.

Modern Supermarket Operation Kit
1974

The University of Texas at Austin

This kit contains a series of assignment manuals on modern supermarket operation and food store housekeeping. Also included is a reference manual, trade literature, and an answer book.

Mr. Busboy, Film, FS 120

National Educational Media, Inc.

This orientation film on the duties and responsibilities of a busboy can also be useful for waiters and waitresses. It demonstrates a busboy's duties before, during and after the meal. Such topics as setting up a table, assisting servers, pouring water and coffee, emptying ashtrays, and removing and stacking soiled dishes, are discussed. The importance of the busboy as a valuable member of the food service team is stressed.

Nutrition, Part I
by Nicholas Popiak and Burr Coe, 1972

Rutgers, Kilmer Campus

A general analysis of nutrition and dietetics is provided in order to meet the needs of vocational students in related foods occupations. Although there are no prerequisites for this course, a knowledge of food science may be helpful. It is designed for students on a high school level who may be entering fields of baking, commercial foods, practical nursing and public health occupations. Each lesson is simple and concise, and can be used for independent study or classroom groups. The manual is intended for use as a workbook, an information book and a planned activities book. It provides basic material for planning, preparing and serving nutritious meals. This manual has been divided into two volumes. Part I includes sections of basic nutrition, and Part II includes the sections on home economics. The 2 volumes together are considered as a single course.

The Professional Chef
Edited by Leroi A. Folsom

Institutions-Volume Feeding Magazine
Distributed by Cahners Books

Serving as a comprehensive guide to professional cookery, this text contains 550 tested formulas, along with full-color illustrations and supplementary black-and-white photos. An international cuisine section is included, which features menus and recipes. Topics of interest to the veteran chef and the trainee include: how to buy, the requirements of food service occupations, how to run a profitable kitchen, hygiene and sanitation, tools and equipment, and safe ways to convert quantity recipes to greater or lesser amounts.

Professional Restaurant Service
by Ellen Adeline Harris, 1966

McGraw-Hill Co.

Designed for use by the waiter and waitress both during training and for the continual improvement of techniques and attitudes, this book can also be used as a source of reference for supervisors interested in improving the efforts of their staff. The manual completely outlines the technical aspects of food service as well as the more personal aspects, such as dealing with the public. There are 10 chapters, which cover the following areas: meeting the public, personal appearance, general duties, the menu, taking orders and serving, types of service, fountain service, costs and profits, legal rights and responsibilities and applying for a position. Each chapter includes questions for review, and a glossary of terms is provided in the back of the text.

Sandwich Preparation and Presentation, Film, FS 107

National Educational Media, Inc.

This film demonstrates the artistry and techniques involved in making high quality sandwiches. Preparations of colorful open and closed sandwiches are shown by a master chef. Procedures are fully described from the layout of the work area to the final sandwich preparation. Emphasis is also placed on the value of appearance by illustrating a variety of garnishments.

Sanitary Food Service. Instructor's Guide to be Used in Training Food-Service Personnel

U. S. Department of Health, Education and Welfare

The Public Health Service and the Departments of the Army, the Navy and the Air Force have produced a joint publication designed to assist in setting up and conducting food service classes. Topics include: Importance and Magnitude of the Food Service Industry; Microbiology and Foodborne Disease; Personal Hygiene, Self-Protection, and Salesmanship; Proper Methods of Washing and Sanitizing Utensils and Equipment; Insect and Rodent Control; Housekeeping and Waste Disposal Practices; and Follow-Up Training and Application of What Has Been Learned. A section is also included on managing the training program. The content material is organized in lesson plan form, thus making it easily adaptable to classroom use. Evaluation questions are provided for each topic. While the guide is developed for teacher use, it is, nevertheless, suitable as a resource manual for the individual student.

Short Order Cookery, Film, FS 137

National Education Media, Inc.

The short order cook can have difficulty increasing his efficiency and productivity since he is faced with the particular problems of organizing work with the added challenge of performing his duties in the public eye. The film stresses ways of coping with traffic and staying ahead of the rush.

It deals with the various foods that must be prepared, and gives details on griddle use and maintenance. Emphasis is placed on the personal appearance and cleanliness necessary for exhibition cooking.

So You Want To Start A Restaurant?
by Dewey A. Dyer

Cahners Books

A comprehensive treatment of the topic of starting a food service business is provided by this text. Five categories of establishments are covered, ranging from the gourmet restaurant to the fast food shop. The book is written in an easily understood style suitable for high school students. This would be an excellent resource book for the serious cooperative student contemplating a career in the food service industry.

Tableservice Techniques
By Bruce Axler, 1974

ITT Educational Publishing

Tableservice Techniques was written for both the proprietor and dining room employee. It was designed as a training guide to help the proprietor to increase profits and the waiter to increase income. The main emphasis in the book is on procedures involved in a variety of serving situations. Included among these are fast food service, banquets, gourmet restaurants, private parties and room service. Thorough discussions are also presented on techniques involved in French, Russian, American and buffet service. Information is presented on service personnel duties, ordering procedures, tablesetting, and guest relations. Guidelines for serving specific types of foods are also provided. Step-by-step procedures for each skill are outlined. Table settings, taking the order, dress and behavior code for service personnel, motion economy in the diningroom and difficult service situations are all covered.

The Waiter and Waitress Training Manual
by Sandra Dahmer and Kurt Kahl, 1974

Institutions/Volume Feeding Magazine
Cahners Books

This manual is a practical guide for those who want to learn the proper methods for serving food in a restaurant. This book can be used by potential and actual waiters and waitresses, as well as by managers or supervisors who train the servers in restaurants. The manual is divided into six chapters which cover the responsibilities of a waiter or waitress and the techniques of proper service. The following topics are discussed: the waiter and waitress, types of table service and settings, sidework, initiating the service, serving the meal, and wine and bar-service. Questions and projects at the end of each chapter help the trainee review and apply the material presented. Also included are a quiz, a glossary of terms and an index of specific serving procedures.

Waiter-Waitress--A Suggested Guide for a Training Course

U. S. Department of Health, Education and Welfare

The purpose of this training guide is to provide assistance to teachers, supervisors and administrators in preparing capable persons in becoming qualified for employment in food service. A person completing this course in a satisfactory manner would qualify for initial employment as an advanced learner. The main aim of the course is to provide training and practice in food service. The training should eliminate the need for basic training on the job. The course is divided into nine units and covers the following topics: orientation, mechanics for service, table clearing services, menu and ordering service, preparation and presentation of guest check, basic English, business arithmetic, safety and sanitation, and duties and working relations. Reference materials are included with a glossary of terms and sample tests and reviews.

What Every Baker Needs to Know

by Melvin Bogdany, 1974

Rutgers, Kilmer Campus

This text provides a program of related science and trade information for the student baker. The aim of the program is to provide the student with the basic information to solve problems. The course is programmed--the material is presented in small steps and the student progresses according to his comprehension of the material. It is suggested by the authors that this course be used to supplement classroom teaching. The program includes 11 programmed booklets. The booklet titles are: Flour, Yeast and Fermentation, Chemical Leavening, Salt, Water, Sugar and Formula Balance, Eggs, Shortening and Other Baking Fats; Milk and Milk Products; Bakeshop Vocabulary, and Safety in the Shop. The structure of this workbook, as well as the content, suggests that it is quite appropriate for high school students requiring information on the baking trade.

Careers in Graphic Arts

Pathescope Educational Films, Inc.

The aim of this film is to point out the many possibilities in the field of graphic arts. Interviews with graphic artists in different fields show how some started right out of high school while others went to college or art school, but how all recognize the value of on-the-job training.

Interviews throughout the film highlight some of the duties and responsibilities of graphic artists in specific jobs, from the creativity of formulating ideas to the detail of designing layouts and mechanicals. How the work contributes to society, the satisfactions gained as well as the difficulties and disadvantages encountered, and the personality traits, interests and aptitudes needed are also discussed to give students a realistic appraisal of the graphic arts field and their possibilities within it.

Exploratory Drafting--Printing, SEE DRAFTING

Printer
1970

The University of Texas at Austin

Printer is a study guide with unit tests. It contains 82 assignments (7 units of study) which deal with hand composition, linotype composition, imposition and lock-up, platen letterpress operation, and planning and photo-offset printing. The references are Cleeton, Pitkin and Cornwell, General Printing, 1963, McKnight and McKnight; Karch, Graphic Arts Procedures: Basic, 1966, American Technical Society; Linotype Keyboard Operation, 1957, Mergenthaler Linotype Co.

Printing Layout and Design
1968

Delmar Publishers

The purpose of this course is to provide knowledge of the basic principles of printing design and to develop skill in their application. The material is organized into units. Each unit presents a principle of design and uses illustrations to show both good and poor practice in its application. Each unit has an assignment in layout which requires the student to apply the principle discussed. The layouts become increasingly difficult as training progresses. Review tests are provided to insure mastery of the material. A section on applications contains jobs for the student to do. These jobs serve as both a review and application of the course content and offer the student the opportunity of designing layout and carrying it through to completion.

Technical Graphics
by George Collict, 1971

Rutgers, Kilmer Campus

For the beginning student in drafting, this text can serve as an introduction to graphics. The book is divided into nine units, and each unit is further divided into lessons. Each lesson has step-by-step instructions on the various procedures, with diagrams and examples for demonstration. Assignments are included to help the student apply what he has learned. A list of useful formulas is provided in the back of the text, along with illustrations. There is also a glossary of pertinent definitions for student use.

HEALTH OCCUPATIONS

Basic Nursing Procedures
by Grace Hornemann, 1972

Delmar

The procedures chosen for inclusion in Basic Nursing Procedures provide a comprehensive course for the practical nursing student. The purpose of the text is to provide the beginning nursing student with the information and skills necessary for efficient bedside nursing. The procedures have been presented with common modifications in order to accomodate the differences in hospital procedures around the country. They have also been broken down in a careful step-by-step fashion to give the new nursing student a complete knowledge of proper technique. Each topic area includes related information on the medical principles underlying the procedure to be learned and necessary scientific information. Suggested activities and assignments are included for each topic. Achievement reviews consolidate and reinforce the material learned in each unit of related topics.

Body Structure and Function
by Esther Skelly and Elvira Ferris

Delmar

This text surveys many aspects of the structures and functions of the human body. The book is divided into 11 sections, and presents instructional material on the skeletal, circulatory, respiratory, digestive, excretory, reproductory, glandular and nervous systems. The structure and function of each system is reviewed, as well as disorders of each system. The last section covers care of the body systems. The sections are divided into units. Each unit has unit objectives, instructional material, and suggested activities. A review is included at the end of each unit to check mastery of course content, as well as to help illustrate concepts.

The Dental Assistant
by Pauline Anderson, 1970

Delmar Publishers

Designed for use in training dental assistants, this book provides instruction in both the basic information and techniques that are necessary for a comprehensive program. Instructional units are provided which cover orientation, dental anatomy and physiology, dental histology, chairside techniques, laboratory techniques and dental radiology. Topics contain both theory and procedure on the premise that a combination of knowledge and practice will facilitate acquisition of the necessary skills. Each unit includes illustrations of the material presented and assignments for the student to complete.

Dental Assistant Techniques
by Betty Jo Lorenzen, C.D.S.

ITT Educational Publishing

The intent of this worktext is to present dental assisting from the point of view of the dental assistant. Information is provided to supplement procedures that are common to most offices, with practical suggestions for adapting these procedures to individual preferences. The purpose of including this background information is to help the reader learn the "why" as well as the "how," and, most important, to learn when to act. That is, it provides the means for the dental assistant to develop into an aware and skilled aid who possesses the initiative to anticipate the doctor's needs, to be where she is needed at the right time and place. Some units contain considerable information which is beyond the scope required solely for performance of procedures. These supplemental materials will give the reader (instructor, doctor, or dental assistant) freedom to select the procedures and activities that are best suited to particular needs and to facilitate adapting the information to identified requirements.

Dental Radiology
by Pauline Anderson, 1974

Delmar

In order to provide instruction in dental radiology for students who are or will be working in the dental field as auxiliaries, Dental Radiology covers the following topics: History and Principles of Dental Radiology, Radiations, Production of Radiographs, Analysis of Radiographs, and Preservation of Radiographs. Included in the illustrations is a series of photographs that show dental anatomical structures which can be easily identified by numbers and an accompanying legend. Also discussed is the Updegrave technique for film and cone placement. To aid in self-instruction, review questions and suggested activities have been placed throughout the text. It is recommended that the student have completed an introductory text for the dental assistant and have some knowledge of physics, as prerequisites for the book.

Emotional Adjustments to Illness
by Karen Ann Noonan, 1975

Delmar

In dealing with the emotional and personal well-being of the physically ill patient, this book examines in detail the specialized nursing care required by the intensive care patient, the sick child, the dying patient, the aged person and the drug abuser. Emphasis is placed on the patient and how his family and the nurse can affect a recovery from illness.

Geriatric Nursing
by Esther Caldwell and Barbara Hegner, 1972

Delmar

The purpose of this manual is to acquaint students with various aspects of geriatric care. Four general topics are covered: progressive development, older people and community life, special geriatric needs and conditions of illness. Each unit has unit objectives, a summary of the material presented, suggested activities and a review to be completed by the student. Pictures and diagrams are used to help clarify the material.

Health Assistant
by Esther Caldwell and Barbara Hegner, 1973

Delmar

An overview of the responsibilities of a health assistant, an introduction to the basic procedures and techniques which he may be required to perform or assist in, and background knowledge to facilitate understanding of these tasks are provided by this book. The course is divided into six sections. Health assistant responsibilities, basic procedures in bed-side care, determination of vital signs, special communication and skills are covered in the first four sections. Section 5 is an introduction to medical science and section 6 presents an overview of body systems and disorders. Each unit has objectives, a summary, suggested activities and an assignment. At the end of each section, there is an achievement review to test the students retention of the material.

Human Anatomy
by Charles E. Tobin, Ph.D.

ITT Educational Publishing

Serving as a primer for those seeking an introduction to basic anatomy, this textbook is specifically directed to the allied health student. It forms the basis for all health-related subjects because a knowledge of the normal human structure, and the changes that take place in it as a result of disease, are essential to the understanding of all branches of health care. The subject is presented in an interesting, straight-forward style that makes reading easy. The many simple diagrams and drawings relate to the text and help the student learn and understand the structures and their functions. Learning techniques are built into the text and review questions at the end of each chapter help the student measure his progress. The contents include: Anatomy, The basic structure; Anatomic planes and directions of reference; The skeleton and bones; The joints; The skin; The muscles; The circulatory system; The blood vessels; The heart; Lymphatics; The nervous system; The meninges; The autonomic nervous system; The sense organs; The digestive system; The respiratory system; The urinary system; The reproductive system; The endocrine glands; Some clinical anatomical considerations; Head and neck; Abdomen; Back; Axilla and arm; and an index.

Medical Mathematics
by Thomas J. Taylor

ITT Educational Publishing

Medical Mathematics presents a progressive development of the mathematical skills needed by allied health personnel. From simply counting items, the text progresses to a glimpse of differential calculus. Emphasis is on the special needs of technicians in the health fields. This worktext deals with more than merely the "how to" of mathematics; it attempts to indicate the "why" so that readers and students will appreciate the role and the function of mathematics in theory and practice. Nonessential topics are excluded, but the book still points the way to further study and development. The contents include: Sets; Number; Arithmetic operations; Algebra; Exponetial and logarithmic functions; Geometry; Functional trigonometry; Vectors, matrices, and determinants; Statistics and probability; and Computers. Illustrations and problems are provided at the end of each chapter. An index is included at the back of the text.

Medical Terminology of the Organs of Sight and Sound
by Minna Gosman and Geraldine Dallek, 1973

UCLA

This manual is part of a program designed to help the student acquire the knowledge and skills necessary to produce in final form the reports dictated by physicians. The manual is divided into two parts. This manual is devoted entirely to terminology associated with the organs of sight and sound. Part one of the manual presents the terminology in a narrative style, describing anatomy, physiology, pathology, hospital procedures in laboratory tests, radiology and operations concerning the ear and eye. After each section are exercises, such as identification of illustrations and matching. For each segment of written material, there is an audio exercise which requires the student to type a dictated list of new words, and then a short paragraph in which the new words are used.

Medical Terminology of the Respiratory System
by Minna Gosman, 1972

UCLA

This program is designed to help the student attain the skills and knowledge necessary to produce in final form the reports dictated by physicians. This text is devoted entirely to terminology associated with the respiratory system. The course is divided into 2 parts. Part One presents the terminology in a descriptive narrative style which explains anatomy, physiology, pathology, hospital procedures in laboratory tests, radiology, and surgical operations. Common abbreviations are also used. Following each narrative are exercises that include the identification of illustrations and a variety of review questions. Part two follows the written work. For each segment of the written material, there is an audio exercise which requires the student to type a dictated list of words. This is followed by a dictated short paragraph in which the new words are used.

Medications and Mathematics for the Nurse
by Esther Skelley, 1970

Delmar

The intent of this manual is to provide the practical nurse with a knowledge of medicines which might be required in her work, and to provide information on administration of drugs, their purpose, and the resulting favorable and undesirable effects which might be expected from their use. The course is divided into 5 units: Unit 1 presents a basic Review of Mathematics; Unit 2 reviews the Arithmetic of Solutions and Dosage; Unit 3 covers the Administration of Medicines; Unit 4 presents Special Considerations in Drugs and Therapy and Unit 5 covers Medications for the Body Systems. Each topic has objectives, suggested activities and a planned assignment. An overall review is provided at the end of each unit to assure mastery of the content.

Microbiology for the Nurse
by Elvira Ferris, 1967

Delmar

Microbiology for the Nurse is a study manual for students of practical nursing. The purpose is to provide students with a knowledge of how infection-causing organisms exist, grow, multiply and cause disease. This knowledge is fundamental to an understanding of the cause, prevention and cure of infectious diseases. The manual is grouped into six units of instruction: An Introductory Overview of Microorganisms; A Detailed Study of Pathogenic Bacteria; Methods of Destruction of Bacteria; Infection and Defenses Against It; Environmental Control Against Bacteria; and Hospital Sanitation. An appendix provides laboratory preparations, suggested demonstrations, and a summary of diseases transmitted by organisms. Each unit provides illustrations of the content, unit objectives, suggested activities and assignments. Laboratory experiments are provided, in appropriate places, to further illustrate content.

The Nurse Assistant in Psychiatric and General Hospitals
by Mary Crowther, 1970

Rutgers, Kilmer Campus

With its design for being used in conjunction with other texts, this manual aims at preparing students to work in either a general or mental hospital. The course is divided into nine units, covering the following topics: Introduction to Nursing; Introduction to Hospitals; Morning Care; Treatment Time; Meal Time; Afternoon Responsibilities; Patients with Special Needs; Caring for Mothers and Infants; and Caring for the Mentally Ill. Each unit is divided into lessons. The lessons each have objectives, a preparation section, a presentation section, an assignment, and suggested audio-visual aids and where they can be obtained. Many of the assignments refer to other texts. By the time the unit on Morning Care is completed, the student should have enough basic skills to start a supervised hospital experience. After the completion of the unit on the mentally ill, the student will be prepared for supervisory psychiatric experience.

Nursing Skills for Allied Health Services Volumes 1 and 2
by Lucile Wood

W. B. Saunders Co.

Nursing Skills for Allied Health is a comprehensive introduction to nursing which covers the activities of entry-level personnel in several nursing occupations. The material in each volume is presented in a series of units. The sequence of units was established on the premise of progression from the general and simple to the more specific and complex subjects. A successful completion of the text indicates that the student should be a competent practitioner who can function as a nursing assistant. It should also provide a basis for mastery of the complex skills and theoretical knowledge required in succeeding levels of nursing practice. The materials are designed for use in a variety of teaching settings. They can be used for on-the-job training through the Associate degree in nursing, as well as for adult education and staff development programs for nursing personnel and other health professionals who require the skills. Each unit includes directions to the student, a general performance objective, specific performance objectives, vocabulary, instructional material, questions and post-test.

Nutrition and Diet Modifications for the Nurse
by Carolynn Townsend, 1972

Delmar Publishers

An introduction to nutrition, and an overview of the planning, purchasing and preparation of special diets are provided in this book. The first 4 sections cover: elementary nutrition, meal planning, meal preparation, and food for mother and baby. The fifth section covers a variety of special diets, such as the soft diet, the bland diet, protein diets, etc. The sections are divided into units. Each unit has instructional objectives, topics for discussion and suggested activities. A review is provided at the end of each unit to check the student's mastery of the material. Charts and pictures are included to help illustrate concepts.

Obstetrics for the Nurse
by Barbara Anderson, 1966

Delmar

The necessary instructional material which is provided by this text will, with continued clinical instruction, enable the nurse to become a valued member of the obstetrical team. The material is divided into 4 main sections: The Beginning of Life, Pregnancy and Prenatal Care, Labor and Delivery, and Postpartum Care. Each unit is illustrated, and includes suggested activities along with the instructional information. Where specific procedures are related to the lesson content, such step-by-step procedures have been included within the unit. The units conclude with an assignment in which the student applies the information she has learned. An achievement review is provided at the end of each major section. An instructor's guide is available which includes a final examination covering the entire course.

Patient Care Techniques
by Dorothy J. Hicks, Louise Shores, and Barbara Sue Innes

ITT Educational Publishing

In offering both the philosophical concepts of patient care and the specific procedures involved in that care, this textbook is designed as a medium for the training (either inservice or in the school classroom) of such subprofessional groups as licensed practical (or vocational) nurses, nurse's aids, and orderlies. It is also well suited to the teaching of entry-level nursing students. The student is first given an overview of illness and its meaning, the organization of the health system, the roles and functions of all members of the health team, and the importance of good communication among the members of the health team and between the health team and the patients and their families. The introductory material is followed by detailed explanations of basic areas of nursing care, and concludes with the basic concepts of emergency care. The contents include: Illness and meaning; Health system organization; Health team: roles and functions; Communication with patients and their families with team members; Body mechanics; Preparing patients for examinations; Medical and Surgical asepsis; Sterilization; Drugs and Solutions; Emergencies. An index is provided in the back of the text.

Pediatrics for the Practical Nurse
by Catherine Brigley, 1973

Delmar

The purpose of this manual is to provide the practical nursing student with the background knowledge and skills necessary to work in pediatrics. The first part of the book covers background material and instructions on care of both the sick and well child and the newborn. Part two provides detailed instructions on a number of procedures that the practical nurse in pediatrics would be required to carry out. The manual is divided into units. Each unit has an objective, and instructional material with illustrations for clarification. There are suggested activities and an assignment at the end of each unit, and an achievement review after each section of units.

Physical Therapy Aide
1971

University of Texas at Austin

Physical Therapy Aide is a study guide with unit tests. The 43 assignments (9 units) cover such areas as introduction to physical therapy, role of the student, clerical duties, assisting the patient in activities of daily living, body requirements, assisting in the treatment area, physical therapy treatment and structure, and maintenance of the functions of the human body.

Practical Nursing Workbook
by Claire Hoffman and Gladys Lipkin, 1969

J. B. Lippincott Co.

An outline of the major areas of nursing is provided in this workbook with the purpose of supplementing a more comprehensive textbook. The aim of the authors is to present a core of knowledge that is indispensable to bedside nursing. The workbook is composed of multiple choice, completion, matching and true or false questions. More challenging essay questions are provided for the advanced student. An appendix is included which covers the effects of drugs in the body systems, nursing history, commonly used laboratory tests and centigrade and fahrenheit temperature equivalents. The workbook covers family living, the human body, nutrition, nursing as an art, conditions of illnesses and maternal and child care. It was designed for use with any basic nursing text.

Related Studies for the Dental Assistant
by Margaret Volpe, 1973

Rutgers, Kilmer Campus

The first section of this book provides simplified instruction in the anatomy of the oral structures, morphology of teeth, and the physiology of the oral structures. The second section provides instruction on dental pathology. Each section is divided into units, with several lessons per unit. The lessons have objectives and diagrams to illustrate the topics. Lessons are kept short and to the point, including only those terms and that information essential to the proper performance of the dental assistant's job. Achievement tests are provided for each unit in order to check student mastery of the course content.

Standard First Aid Training Course by Department of Navy
Bureau of Naval Personnel, 1965

U. S. Government Printing Office
Superintendent of Documents
Order #0847-0070

Designed for use on the secondary level, this reference book contains the following information: first aid, hemorrhage, asphyxiation, shock, poisoning, wounds, injuries, and rescue. Illustrations are included.

Studies for the Dental Assistant: Microbiology and Sterilization, Pharmacology and Terminology
by Bertha Mexner, 1973

Rutgers, Kilmer Campus

A competent dental assistant needs background knowledge in a number of fields. This book provides instruction in three such related fields: microbiology, pharmacology and terminology. This book is divided into 3 sections. The first section covers microbiology and sterilization. The second section provides instruction on pharmacology as related to dentistry--i.e. what drugs are administered in the dental office, why and how. The last section, terminology, acquaints the student with dental terms necessary for good communication between dentist and assistant. Each section is divided into units. Instructional objectives and diagrams are included in each unit. Reviews are provided throughout the text to insure mastery of the course content.

Workbook for Dental Records
by Corinne Carpenter and Margaret Volpe, 1973

Rutgers, Kilmer Campus

This text was prepared so that samples of various dental records, tax and banking forms might be included in one workbook. Each unit contains basic information, procedures to follow in completing the forms, questions, assignments, and an achievement test. The purpose of the workbook is to give students practical experience in completing the forms, and an effort was made to similate situations as they occur in a dental office. The book is designed so that, once the material has been presented, the individual student can work at his own rate. This workbook may also be used as a reference during actual employment.

X-Ray Technology (X-Ray Technician)
1966

University of Texas at Austin

This manual is a study guide with unit tests. The 76 assignments (11 units) cover such areas as general office procedures, operation of X-ray machines, darkroom procedures, techniques, positioning and making radiographs, the lower extremity, the trunk and vertebrae, the skull, contrast examination, the urinary tract, and special procedures.

● MARINE OCCUPATIONS

Boats Need People, Film
1969

National Association of Engine and
Boat Manufacturers Film Library

This film explores the employment opportunities available to youth in the recreational boating field. It shows the many year round jobs available in boat, engine and accessory manufacturing plants, in marinas and boatyards, and in retail operations.

Motorboat Mechanic
1970

University of Texas at Austin

Motorboat Mechanic is a study guide with unit tests. The 32 assignments (9 units of study) deal with the fundamentals of motorboat engines and hull repair. References for outboard motors are Audels Outboard Motor and Boating Guide, 1968, Howard W. Sams; and Outboard Motor Service Manual, 1967, Abos Marine Division Technical Publications. References for hull repair are Chapman, Boat Maintenance--Afloat and Ashore Part II, 1963; and du Plessis, Fiberglass Boats--Fitting Out, Maintenance and Repair, 1966, Aldard Coles in association with John deGraff.

The Oceans and You
by ASO Information Kit, 1971

American Society for Oceanography

Seven booklets are included in the Oceanographic Information Kit to provide the following information: a general overview of the nature of oceanography and the study necessary in preparing for a career in this field; possible oceanographic employment opportunities with the federal government as described by the different government agencies involved in marine activities; descriptions of employment possibilities in private industries; university employment; a reading list; and a list of other information sources.

Outboard Motors and Boating

by Edwin Anderson and George Uskali, 1972

Howard W. Sams and Co., Inc.

This text provides up-to-date information on many aspects of safe boating, including motor construction, operation, maintenance, and basic safety factors. Other important topics are also covered, such as the rules and regulations that are to be used while on the water. All engine adjustments and service operations, including maintenance and repairs essential to outboard boating, are covered in detail. Additionally, functions of the various engine parts and auxiliaries, such as carburator, ignition, cooling system, etc. are explained and illustrated in order to give the reader an understanding as to why and when certain repairs and servicing must be made. The text contains service chapters which provide full information on the proper procedures used in making all kinds of major repairs. A glossary of nautical terms is included in order to familiarize the reader with relevant terms and phrases.

Outboard Motors and Small Engines, Course No. 18

Hoffman Occupational Learning Systems

Hoffman's audio visual vocational courses individualize a systems approach to teaching so that each trainee may progress at his own pace while the entire class remains within the management of the instructor. This is done by reducing the course into the smallest instructional units--or modules. Closely related modules are grouped into clusters. Outboard Motors and Small Engines is divided into 14 clusters, with each cluster divided into several modules. Cluster areas are as follows: Power Mechanics Fundamentals, Principles of Ignition Systems; Magnetic Ignition Systems; Distributor Ignition Systems; Capacitator Ignition Systems; Carburetion; Fuel Pumps; Fuel Tanks; Power Heads; Lower End Units; Starters; Generators; Alternators and Rectifiers; and Motor Trouble Shooting, Maintenance and Steering Assemblies Installation.

Outboard Motor Service Manual, Volumes 1 and 2

Abus Marine Publications Division
Intertec Publishing Corp.

These two volumes are designed as service manuals for outboard motors. Volume 1 covers motors that are below 30 horsepower and Volume 2 covers motors that are above 30 horsepower. Each volume has a Fundamentals Section and a Service

Section. Under the Fundamentals Section there are 2 parts: 1) design fundamentals, which covers operating principles and drive unit fundamentals, and 2) service fundamentals, which covers trouble shooting, general maintenance and general repairs. The Service Section covers different brand-name motors. Many diagrams, drawings and charts are included to help clarify the material. The books are designed as service manuals and not specifically as classroom texts. However, they can be used in the classroom.

METAL FABRICATION AND MACHINING

Blueprint Reading for Machinists: Intermediate, Volume 1
by Arthur Ahr, 1971

Delmar Publishers

The purpose of this course in blueprint reading is to provide supplemental training material to those individuals who have a basic understanding of drafting practices and can read simple drawings but need advanced instruction to prepare for positions requiring greater skills and technical knowledge. The text is divided into 20 instructional units. Each unit is divided into three parts: a theory sheet, an industrial-type print and a set of study questions. Most of the units are followed by a drawing assignment. Emphasis is placed on developing an ability to read drawings with the same degree of speed and accuracy found in industry and to apply advanced principles of design. Charts, tables and formulas necessary to solve the study questions are found throughout the book.

Blueprint Reading for Machinist Advanced, Volume 2, is a continuation of Volume 1, and is available from the same publishers.

Blueprint Reading for Machinist, Tool and Die Maker and Mold Maker Apprentices
by William Hardman, 1973

National Tool, Die and
Precision Machine Association

This book was designed to teach the fundamentals of blueprint reading in a rapid and practical manner. After completion of the text, the student should be skilled in the reading of blueprints. The text covers such basic topics as terminology, abbreviations, and visualization, as well as blueprint reading itself. Sample blueprints are included along with related questions for the student to answer. This book appears to be a good introduction to blueprint reading for the beginning student.

Brazing and Soldering, Film
1974

Library Filmstrip Center

A craftsman should be familiar with all phases of his chosen vocation. Since commercial welding shops also do brazing and soldering, this filmstrip presents basic techniques necessary for bronze surfacing, braze welding, brazing, and silver soldering (which should be correctly identified as silver brazing).

Careers in Welding, Film
1974

Library Filmstrip Center

The widespread use of welding in farming and industry provides a constant source of employment for qualified young men. Job opportunities occur each year, as a result of retirement and new industries.

Welders find work in fields such as automotive manufacturing, aerospace industry, manufacturing, structural work, ship building, and many others. This filmstrip is a capsule look at industries employing welders.

Casting Processes
by Joseph Kovaco, 1973

Rutgers, Kilmer Campus

The purpose of this workbook is to familiarize the student with, and to give him a working knowledge of, the various casting processes. Emphasis is placed on the capabilities and the limitations of the casting processes as related to the selection of a casting process in the design of a machine part. The book is divided into units of instruction. Each unit has an instructional objective and related information. Assignments and review problems to be completed by the student are provided for groups of units. A glossary of foundry terms is included in the back of the text. This book seems appropriate as an introduction to casting processes. A knowledge of very basic math (such as the ability to make measurements) is necessary. The drafting and design student should be able to use this workbook, after it is completed, as a reference on cost and design factors involved with each casting process.

Electrical Discharge Machining
by C. M. Montgomery, 1973

Rutgers, Kilmer Campus

The purpose of this book is to provide an introduction to electrical discharge machining, as well as to teach the student some of the methods and procedures involved in such operations. The book is divided into instructional units, and each unit is comprized of lessons. Lessons include an objective, information, vocabulary and an assignment. The following topics are covered: the electrical discharge machining process, basic components of electrical discharge machining, operating procedures and methods; and machine parameters. Diagrams and other illustrations are included to help clarify the material.

Exploratory Drafting--Sheet Metal, SEE DRAFTING

Introduction to Oxyacetylene Welding
1974

Library Filmstrip Center

This filmstrip is a resume of the development and scope of the oxyacetylene flame, beginning with experiments by the French chemist Le Chatelier in 1895. Fusion welding, flame cutting, flame gouging, flame deseaming, profile cutting, as well as brazing and heating operations, are some of the processes delineated in the filmstrip. It is important for the student to understand the wide scope of application for the flame processes.

Jig and Fixture Design
by Ewald Witzel

Delmar

Jig and Fixture Design describes important aspects of elementary design and some of the techniques used by tool designers in planning and designing jigs and fixtures. The text was designed for use by those persons who have a reasonable amount of skill in mechanical drawing and an understanding of machine tools and processes. The material is presented in a manner which allows the prospective designer to learn how typical tooling problems are solved. Part drawings, production plans, complete tool drawings and explanations of the designer reasoning are included. Principles and practices common to all branches of Jig and Fixture design are covered in an introductory section.

Topics discussed include: Introduction to Tool Design, Functions of Jigs and Fixtures, How Designs of Jigs and Fixtures are Planned, and Tool Drawings. Five complete industrial units are also included which provide instructional materials and assignments for the student.

Mathematics I--Machine Shop
by S. Poniatowski, 1970

Rutgers, Kilmer Campus

In presenting the fundamental principles of mathematics to shop students, emphasis is placed on making the material relevant to problems encountered in the machine shop. Instruction in arithmetic is contained in the first half of the book. The remaining units provide further practice in calculation, teach students to handle simple formulas, and provide some information on the principles of machines. The exposition of the principles involved, the solution of many practical problems, and the presentation of problem work, teach the student the general methods of driving solutions which can be applied to all shop problems.

Mechanisms--Linkages
by L. P. Robertson, R. W. Tinnell, T. G. Watts and D. A. Yeager, 1972

Delmar

Mechanisms--Linkages provides an introductory treatment of mechanical linkages, combining the elements of mechanical theory with those of practicality. The topics covered include: various levers and four-bar configurations, and selected special topics. The material is geared for technology students with little or no background in practical applied mechanics. The purpose is to expose the student to the practical skills of mechanical assembly and to the principles of operation of a variety of mechanisms, rather than to cover the material in fine detail. Instructional material is presented in the format of an experiment. Each experiment contains an introduction, a discussion presenting the background, theory and techniques needed for the exercise, a materials list which identifies all necessary items, a procedure with step-by-step instructions, an analysis guide for interpretation of data and problems for review. It is suggested that, for best results, the student be concurrently enrolled in a course in technical mathematics (introductory calculus).

Mechanisms: Machines
by Larry Teel, 1972

Delmar

An introduction to the topic of modern machines is presented in this text in a manner which is designed for students with no background in practical applied mechanics. It combines mechanical theory, drafting skills and practical applications. The topics discussed include: graphical analysis of machines in the areas of velocity and acceleration polygons and the dynamics of cams, gears and intermittent motion mechanisms. Since this book is intended for use by inexperienced students, no attempt is made to cover the material in fine detail. The main emphasis is placed on the practical skills of graphical analysis and the dynamic principles of operation of a variety of mechanisms. Each topic includes instructional material and an experiment to be conducted by the student. Experimental procedures are listed in detail, along with all the information needed for the student to carry out the experiment. The last experiment covers a summary of all the techniques covered throughout the book. Forms for use in writing up the experiment are included in the back of the text.

Metallurgy--Oxyacetylene, Film
1974

Library Filmstrip Center

It is important for the craftsman to know some of the physical or mechanical properties of the metals he works with. If he knows the strength properties of a given metal, he can then make a weldment strong enough for any job.

This filmstrip will discuss and illustrate the physical properties of average weldable metals. Stress, strain, elasticity, elastic limit, tensile strength, torsional strength, shear strength, and fatigue strength are among the factors included. Classification and identification of metals such as low carbon steel, high carbon steel, and the various alloys are included in this filmstrip. Spark and tempering characteristics are also described.

Modern Metal Working
by John Walker

Goodheart-Willcox Co., Inc.

Basic instruction on hand and machine tools and materials and procedures used in metal-working occupations are supplied in this text. Instructional material is presented in short units and in simple language, along with many photos and drawings. This book introduces the student to shaping and forming techniques applicable to space age metals such as chemical milling, powder metallurgy, electrical discharge machining, electron beam and inertia welding, chipless machining, numerical control and quality control.

Sheet Metal (Sheet Metal Worker)
1966

University of Texas at Austin

Sheet Metal is a study guide with unit tests. Safety, tools and equipment, pattern development mathematics, fabrication, and installation are covered in 55 assignments (14 units of study).

Sheet Metal Blueprint Reading for the Building Trades,
SEE BUILDING CONSTRUCTION

Sheet Metal Pattern Drafting and Shop Problems
by J. S. Daugherty, R. E. Powell and H. Foster, 1975

Bennett Books

This book covers the following areas: drawing equipment; practical geometry; practical pattern drafting; heating, ventilation, and air conditioning pattern development; parallel line developments; practical cornice and gutter problems; radial line developments triangulation; triangulation, simplified method; special problems and sheet metal math. Tables are included which show the conversion of English to the metric system along with sample problems worked both ways. Shop tables are provided with such information as circumferances and areas of circles, weights and gauges.

Strength of Materials--Machinists
by Charles Green, 1971

Rutgers, Kilmer Campus

The purpose of this book is to provide the student with the knowledge necessary to solve problems involving strength of materials. The book is divided into 17 units, which cover the production of materials, properties of materials and the structure of materials. Each unit includes an objective, related information, and questions. There are also many demonstration activities throughout the book that are to be carried out by the student Achievement tests are provided for each unit, with matching, multiple choice and short answer questions. A glossary of relevant terms is included, as well as a sheet of formulas which are relevant to the information and problems presented in the text.

Theory I Machine Shop
by S. Angowski, 1968

Rutgers, Kilmer Campus

Theory I Machine Shop is designed as an introduction to the machine shop, its tools and machines, and its techniques. There are ten major units, covering the following topics: theory of machines, simple machines, friction, shop techniques, manufacture of iron and steel, foundry techniques, heat treatment, manufacture and application of grinding wheels, electricity, and the science of measurement.

Turning Technology: Engine and Turret Lathes
by S. F. Krar, 1971

Delmar

Students will find this book useful as an introduction to turning technology as applied to engine and turret lathes. The book is divided into 5 sections and covers the following topics: lathe construction, tools and accessories; machining between centers; machining in a chuck; special operations; and the turret lathe. Each section is divided into a series of instructional units. The units contain illustrations and pictures to help clarify the material. All of the instructional information is provided in a style which is easy to understand. When new procedures are taught, they are laid out in a step-by-step manner that is conducive to rapid comprehension. Review questions and problems to be completed by the student are included in each unit.

Welding
1967

University of Texas at Austin

Welding is a study guide with unit tests. The 43 assignments (14 units of study) deal with safety, metal properties and identification, oxyacetylene welding and cutting, alternating-current arc welding, direct-current arc welding, special welding processes and applications, and gas shielded arc welding.

● NEEDLE TRADES

The Art of Sewing
by Yvonne Hillinger and John Ossi, 1970

Rutgers, Kilmer Campus

The purpose of this manual is twofold: it is designed to give the student a knowledge of all the basic skills necessary for fashion sewing, and to serve as a helpful reference source. The text covers basic information, hand sewing, stitches, seams, hems, bias binding, facings, inserts and appliques, buttonholes, pockets, and plackets. Each unit contains instructional material, as well as a list of assignments. Many drawings have been included to help the student visualize and imitate the steps that must be followed in order to acquire the skills needed in the trade. Cartoons have also been included to arouse interest and keep the tone of the book informal.

Drapery Making--I
1974

Rutgers, Kilmer Campus

Drapery Making--I is a basic introductory text for students entering drapery making as a vocation. Since the book was written for use at the Marie Katzenbach School for the Deaf, communication problems are given prime consideration. The author considers a wide range of detail often left out of instructional texts. The vocabulary is kept as simple as possible and each technical term is defined in the vocabulary section of the lesson in which it is introduced. There is an assignment at the end of each lesson and an achievement test for each unit of study. A glossary of terms is also provided.

Learning to Sew
by Mary Funari and Charles Jochem, 1970

Rutgers, 10 Seminary Place

The two purposes of this manual are: to acquaint the student with the equipment and tools found in the sewing room, and to teach the student how to construct a simple garment for herself. The book progresses from the simple to the more complex, following a standard step-by-step method for construction of garments. The manual is divided into ten units, with each unit divided into lessons. Each lesson has an objective, instructional information, a vocabulary section and an assignment. Each unit has an achievement test to check the student's mastery of unit content. Diagrams are included to illustrate the procedures, and a glossary in the back is supplied for the student's reference.

Mathematics I--Needle Trades

Rutgers, 10 Seminary Place

Mathematical ability is a valuable asset to the needle trades worker. The purpose of this book is to provide the student with a basic knowledge of mathematics and to develop skills in solving mathematical problems relevant to the needle trades. The book stresses the application of the practical rather than the theoretical aspects of mathematics. Wherever possible, problem situations and terms common to the trade are used to familiarize the student with practices in the field. There are a variety of lesson types. Some are designed for class discussion and to serve as a background in the special application to the needle trades field; others provide specific practice in the kind of computations needed; still other lessons are designed to teach students how to select pertinent facts, how to judge whether a result is reasonable, and how to estimate. Each lesson includes an objective and assignments, along with the instructional materials. Pre-tests and achievement tests are provided to test mastery of content.

The Problem Figure Dress Design-Related Art II

by Marie Lenahan and Stephen Poniatowski, 1970

Rutgers, Kilmer Campus

As a sequel to the first volume of Related Art for Dress Design, this book was compiled to give the student practice in designing clothes, taking into account any figure problems she may have. The book is divided into six units and covers the following topics: the fashion figure, principles of design, lines and the figure, designing for the problem figure, textured fabrics for the problem figure and designing for the individual figure. Each lesson includes an objective, related information, assignments and questions.

Diagrams and pictures are included to illustrate the procedures. A comprehensive test at the back of the book provides a check of the students mastery of the course content.

Related Art for Dressmaking Design Students
by Marie Lenahan and Stephen Poniatowski, 1966

Rutgers, 10 Seminary Place

Students will find this book useful for acquiring a basic knowledge of art as related to dressmaking. The book is divided into five units. The first unit surveys color as related to dressmaking. Unit II provides instruction on the drawing of various dressmaking details such as bows, pleats and sleeves. Textile designs are covered in Unit III. Poster design is covered in Unit IV, and bulletin board design is covered in Unit V. Each lesson includes objectives, assignments and questions as well as the instructional material. Diagrams and pictures are included as aids in skill development. All art techniques are accompanied by step-by-step instructions. An achievement test is included for each unit.

When You Go To Work: A Book for the Needle Trades
by Yvonne Hillinger and Charles Jochem, 1973

Rutgers, Kilmer Campus

This book is a sequel to the text Power Sewing. The first book was designed to teach students the skills they would need as power-sewing operators. This book presents the non-technical information that the student will need in order to get and hold a job. The book is divided into six units and covers the following topics as they are related to the employee: the factory, a good worker, the job, shop mathematics, clothing for women and clothing for men. Each lesson includes an objective, a vocabulary list, related information and an assignment. Liberal use is made of drawings and cartoons to help illustrate the concepts.

● OFFICE OCCUPATIONS

A Career in the Modern Office
by Phyllis Morrison, 1969

Gregg Division
McGraw-Hill Book Co.

Four paperback books are included in a set which comes with a teacher's manual and key. This set places a strong emphasis on building the basic language, number, clerical, and sorting skills that are needed for every entry level clerical job in business. It stresses the importance of the personal skills and social attitudes needed in business. It is a highly motivational course that includes mature subject matter, yet is designed on a 7-12th grade reading level.

Careers in Business and Office Occupations, Film
1970

University of South Carolina

The variety of career opportunities open to the student in the field of business and office occupations is described in this 16mm film. It runs the gamut of positions, from cashier to computer programmer, and discusses the outlook, education, training, earnings, and work conditions of each. The personality characteristics necessary for success and the personal rewards gained by those in this career field are shown and discussed.

Careers in Business Office Skills, Film

Pathescope Educational Films, Inc.

This film delves into the world of the modern business office and talks with the people who perform the daily jobs that keep a business operating efficiently. The program outlines and discusses the various occupations within an office. Interviews with people at work explore the opportunities as well as the drawbacks, and the personal skills and training that are needed. Specific suggestions show how students can learn more about this field from school, employment agencies, and temporary or part-time employment.

Clerical Occupations
1970

Oregon Board of Education
Division of Community Colleges and Vocational
Education

This guide outlines the basic skills and knowledge necessary for entry-level competencies in clerical occupations or for entrance into a post high school or university program. The areas outlined are occupational and instructional data, clerical curriculum, and occupational specialty courses.

"Cooperative Office Education, A Course of Study," developed by the Curriculum and Instructional Materials Center for the Division of Business and Office Education, Victor Van Hook, Oklahoma State Supervisor, 1972.

Oklahoma State Department of Vocational and
Technical Education

The major goals of this course of study are to aid the student in developing the knowledge and skills that will facilitate his work in the office and prepare him for entry level employment in a variety of jobs. These materials are designed to instruct the student in the personal qualities and job competencies necessary for employment as an office worker. It includes seven topics, with each topic consisting of one or more units of instruction. Each instructional unit includes behavioral objectives, suggested activities for teacher and students, information sheets, visual aids, tests, and answers to the tests. Topics include an awareness of the world of work, career decisions, personal development, business behavior, communications, money management and leadership. Each unit in each topic contains a terminal objective, specific objectives, suggested activities for the instructor and students, instructional materials and illustrations.

English at Work--Volume I
1974

Rutgers, Kilmer Campus

This is a text written for the high school student who plans to go to work upon graduation. The format and examples are designed to motivate the vocational student. The table of contents lists ten units: The Role of

Language, The Dictionary, The Sentence, Written Expression, Common Mistakes, Reading, the Newspaper, The Library, Expressing Yourself, and Spelling.

English Style Skill-Builders
by Joseph B. Cleary, 1967

Gregg Division
McGraw-Hill Book Co.

English Style Skill-Builders is a kit which provides materials that are self-instructional. The kit helps students improve their skills in those areas of language usage and office procedures that employers and experienced office workers most frequently label as problem areas. The kit may be used for general classroom instruction, or on an individualized basis in the classroom or as a homework assignment. The kit contains booklets in the following areas: Typewriting Style and Word Division; Dictation-Transcription Procedures; Punctuation Style; Spelling Improvement; Capitalization, Number and Abbreviation Style; Proofreading; and Tests. Each booklet in the kit is organized around the mastery formula: pretest, teach, retest, and reteach.

The kit may be used by students enrolled in Typewriting II and III, Shorthand I and II, Transcription, and possibly Introduction to Business. It is designed for grades 11-12.

Filing Business Names: Learning Activity Package II
By Duchan and Schultheis, 1975

South-Western Publishing Co.

This text-workbook teaches low-achieving students to index and alphabetize all kinds of business and government names following the successful acquisition of the basic filing skills found in LAP I. LAP II is self-instructional and needs little teacher direction. Students are motivated by vocational information and illustrations which work to tie in the rules for each part with a job that requires that particular type of learning. Average completion time is five weeks with additional time required for supplementary problems and examinations.

Filing Personal Names: Learning Activity Package I
by Duchan and Schultheis, 1975

South-Western Publishing Co.

A vocationally-oriented text-workbook that has as its purpose the development of basic filing skills for low-achieving students. Students are taught to index and alphabetize personal names using self-instructing materials which require minimal teacher direction. LAP I proceeds from the very simple rules of filing first names to filing full names with middle initials, prefixes, and titles. Average completion time is three weeks with additional time required for supplementary problems and examinations.

Filing Procedures in Business, Film
by David Goodman

Coronet Films, No. 1693

A step-by-step breakdown of the procedures of record keeping in a typical modern business is presented in this film. Various types of filing equipment are used to demonstrate preparation of records for filing, actual filing, retrieval and referral to storage. The film also shows the different methods of file organization, such as alphabetical, numerical, geographical and subject.

Introduction to Office Occupations
by Carol M. Troutman, 1974

Rutgers, Kilmer Campus

As a workbook designed for students in special education classes, this text provides a step-by-step introduction to the types of office jobs requiring minimum training. Nine clerical functions are presented in simple language and workbook activities are provided for individual instruction. Numerous line drawings illustrate the material and 2 short quizzes are included.

Magnetic Tape Selectric Typewriter
by Raymond Pieslak, 1974

Rutgers, Kilmer Campus

The purpose of this manual is to provide students with the basic knowledge and skills necessary to operate the IBM Magnetic Tape Selectric Typewriter. The manual was designed for use as a student text while students are being instructed in the use of the Magnetic Tape Selectric Typewriter. Students are instructed step-by-step, with each new step leading toward the final stage of a complete knowledge of the machine operation. Diagrams are provided to help clarify the instructions and assignments are included to give the student practical experience. The lessons have been written for easy reading and comprehension by the high school student.

Mail Clerk

Gregg Division
McGraw-Hill Book Co.

Mail Clerk is a training manual with accompanying resource materials. It is one of a series of 15 sequences providing self-paced training for entry-level office jobs.

A Modern Approach to Business Spelling
by Annie DeCaprio

ITT Educational Publishing

An extremely practical text-workbook, this book is an invaluable teaching aid that stimulates the individual student's interest in and concern with correct spelling. Specific helpful hints are highlighted throughout the book for students whose backgrounds may be deficient in English usage, grammar, or pronunciation. The contents include: dictionary entries; dictionary respellings; dictionary definitions; roots; suffixes; doubling the final consonant; dropping the final e; prefixes, prefixes and double letters; silent letters; some sounds with two common spellings; compounds and hyphenation; plurals; less common plurals; apostrophes and possessives; apostrophes and contractions; spelling demons; proofreading.

Number Filing on the Job
by Wood, 1975

South-Western Publishing Co.

This self-teaching text-workbook is a complete vocational unit that is designed as a supplement to existing instructional programs. It provides needed material in number handling skills and in number filing systems. The student checks and evaluates his own work and can proceed through the course at his own pace. The low reading level, conversational tone, and numerous illustrations make it an ideal workbook for low-level students.

Office Machines
by Marcella Hill, 1971

Rutgers, Kilmer Campus

The dual purpose of this manual is to give students an overview of the variety of clerical positions which exist, and to provide them with an idea of the machine skills, knowledge and attitudes that will be expected of them for any given position in business. The book was designed for use in both individual and class projects. There are eleven units, covering the following topics: the "Office Practice" class, typewriters, mimeographs, fluid duplicators, the flexowriter, photocopying machines, adding machines, calculating machines, bookkeeping machines, and the various types of job titles. Lessons include objectives, instructional materials, assignments and vocabulary lists. Each unit contains an achievement test and projects to be carried out by the students.

Office Practice: Manners and Customs, Film

Coronet Instructional Materials, No. 3221

Students may find this film a useful introduction to office manners and customs. It portrays the proper reception of visitors, telephone courtesy, forms of address for co-workers, taking break periods, and fitting into the office community.

Office Practice: Your Attitude, Film

Coronet Films, No. 3220

Your attitude is showing--in your grooming, dress and posture. It shows in the way you speak and listen, by the questions you ask, and the way you use your own initiative. Different office workers reveal that attitude is a matter of getting along with people--your supervisors and co-workers--and yourself.

Office Procedures

Milady Publishing Corporation

Office Procedures is a completely illustrated textbook/workbook in two parts. Part One--Basic Office Procedures, contains 17 chapters of information that all office education and secretarial education majors should have. Included in

Part One are such personal development/public relations oriented chapters as: The Office Worker, Developing an Effective Personality and Good Human Relations, Your Part on the Team, and The Future is Up To You.

Part Two--The Secretarial Specialist, contains six chapters of information especially designed for secretarial majors. Two important chapters in Part Two are: Public Relations and the Secretary, and Planning Business Travel.

Each chapter contains a behavioral learning objective for students and a listing of job-related vocabulary used in the chapter. Student projects are included, as well as questions for review and discussion.

Reference Manual for Office Personnel
by House and Koebels, 1975

South-Western Publishing Co.

Although it is designed for students who are preparing for office positions, this manual can continue to be of use to them after they have become stenographers, secretaries, or general office workers. Reference is made to such vital topics as tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aids, and word division.

Secretaries on the Spot
by Fred S. Cook, Editor, 1967

The National Secretaries Association

Secretaries on the Spot contains a collection of some of the actual problems faced by secretaries and includes suggested solutions to each problem. It serves as a useful resource when presenting the case method approach to refining human relations skills and to analyzing and solving "people caused" problems.

Secretary: A Normal Day, Film

Coronet Films, No. 1700

This film portrays typical secretarial responsibilities such as making appointments, greeting visitors, processing incoming mail, supervising files, organizing a business trip, taking dictation and transcribing. The film emphasizes the personal qualities of self-direction, tact, willingness to learn, judgement and enthusiasm as those needed for becoming a good secretary.

Standard Handbook for Secretaries
by Lois Hutchinson

McGraw-Hill Book Co.

This reference book may be used in any business classroom. Since its resources are too numerous to totally list, examples of the topics covered are as follows:

a. capitalization and punctuation
b. letters and letter writing
c. postal information
d. legal papers
e. government information
f. abbreviations

This book's readability level is for senior high school. Teachers may find this book an extremely valuable asset in answering questions for transcription. Sections of the book can be used in Shorthand and Typing to give the students a wider range of business knowledge for a better saleable skill. The book may also be placed in the classroom as a reference source for students.

Telephone Manners, SEE SECTION ON PERSONAL MANAGEMENT

PHOTOGRAPHY

Photography
1969

The University of Texas at Austin

Photography is a study guide with unit tests. The 47 assignments (10 units of study) deal with the nature of photography, tools and equipment, making photographs, developing and printing, and scope and limitation of photography. This study guide is based on Feininger, The Complete Photographer, 1968, Prentice-Hall; and McCoy, Practical Photography, 2nd ed., 1959, McKnight and McKnight.

REFRIGERATION, AIR-CONDITIONING, AND HEATING

Air Conditioning
by Edwin Anderson, 1969

Theodore Audel and Co.

Air Conditioning was designed as an elementary text for those who need to acquire practicel information on the installation, operation and servicing of air conditioning equipment in the home and in industry. The material is presented in a nontechnical manner, but is complete enough to enable the student to diagnose and correct problems. The book is organized to provide a practical understanding of the construction, operations and fundamentals necessary for the diagnosis of operating faults in an air conditioning system. The purpose and functioning of each operating component is covered as well as a description of refrigerants used in various applications. The book is divided into chapters, each of which contains illustrations, a summary and review questions. Troubleshooting charts are provided to assist in the proper diagnosis and repair procedure to use when needed. A glossary of related terms is also included.

Basic Comfort Heating
by Chalmer Iempter, 1968

Rutgers, 10 Seminary Place

The purpose of this book is to provide the student with the information necessary to understand the basic comfort heating portion of the sheet metal trade and to supply the student with practical experience so that he can become familiar with the process of determining heat loss for average structures. This text was written as a beginning book for vocational students, and does not cover all the information needed by the heating and air conditioning man. The students are presented with the basic principles, and the opportunity to work out practical problems relevant to these basics.

Commercial and Industrial Refrigeration
by Wesley C. Nelson, 1952

McGraw-Hill Book Co.

A practical approach to the study of refrigeration as applied to commerical and industrial fields. This book was designed for use in courses in technical, trade and other schools which emphasize the practical rather than theoretical side of refrigeration. It can also be used as a supplement to a theoretical course to acquaint the student with the various types and functions of equipment and controls. Each chapter has a large number of review questions which test the students knowledge of the important points. A large number of illustrations are included.

Commercial Refrigeration
by Edwin P. Anderson

ITT Educational Publishing

Starting with the fundamentals of refrigeration, this text presents the most comprehensive coverage of commercial refrigeration to date. The book was written to assist the student of commercial-refrigeration service and repairmen in the construction, operation, and servicing of modern refrigeration plants. The principles of refrigeration, numerous illustrations, and details of the various control devices will materially aid the student or apprentice in the diagnosis and remedy of any service complaint that may develop. This text also contains review questions, charts, and tables. Topics of discussion include: Fundamentals of refrigeration; compressors; compressor lubrication systems; commerical refrigeration principles; brine systems; ice-making systems; cooling water requirements; commercial applications; special applications; control devices; electrical systems; absorption systems; circulating pumps; fans and blowers; refrigeration piping; installation and operation; heat transfer; load calculations; and refrigerants. A glossary of terms is provided at the back of the text.

Electricity in Refrigeration and Air Conditioning, Parts I and II
by Kanil Faris, 1973

Rutgers, Kilmer Campus

The theory and practical know-how of electricity and electrical components used with refrigeration and air conditioning systems constitutes the emphasis of this text. The book is aimed at helping the student observe and solve various problems that can prevail after system installation. Topics dealing with this are: servicing, repairing, maintaining and trouble-shooting. Each lesson includes an objective, related information and assignments. Pictures and diagrams are included to help illustrate the concepts. The text is divided into nine units, and each unit has an achievement test to evaluate the student's mastery of the material.

Electricity in Refrigeration and Air Conditioning-II
Students Manual, 1968

Rutgers, 10 Seminary Place

Part II of this student manual is composed of 11 units, which have the following titles: Temperature and Pressure

Controls, Time Controls, Solenoids, Safety Switches, Magnetic Starters, Wiring Circuits, Three Phase Wiring, Electrical Tests, Terminal Identification, Trouble Shooting and Instruments.

Exploratory Course: Stationary Engineering, Environmental Control, and Refrigeration, Student Manual, 1972

Rutgers, Kilmer Campus

This study guide introduces the student to 3 areas of study: 1) stationary engineering; 2) environmental control, and 3) refrigeration. The contents of the manual are divided into 11 units of study: 1) Trade Information, 2) Shop Safety, 3) Basic Tools, 4) Boilers, 5) Boiler Parts and Fittings, 6) Feedwater Accessories, 7) Combustion Accessories, 8) Boiler Operation, 9) Ventilation, 10) Refrigeration, and 11) Fundamentals of Electricity. Each unit contains a lesson objective, subject matter information, reading references, shop and classroom procedures, and assignments.

Home Refrigeration and Air Conditioning
by Edwin P. Anderson

ITT Educational Publishing

Organized to provide the student with instruction covering all phases of modern household mechanical refrigeration and air conditioning, the material in this book is carefully arranged to insure a sound understanding of modern electric and gas refrigeration units. The book covers specialized tools used in servicing refrigeration and air conditioning equipment, plus trouble charts for diagnosis of common problems. Topics of discussion include: fundamentals of refrigeration; refrigerants; compression system of refrigeration; absorption system of refrigeration; compressors; control devices, defrosting systems; operation and service; cabinet maintenance; installation; service tools; room air conditioners; automobile air conditioners; motor control; and servicing.

Introduction to Boiler Operation: A First-Year Text
by William E. Green, 1973

Rutgers, Kilmer Campus

The information in this manual will enable the beginning student to gain a working knowledge of boiler room functions.

Topics dealt with include: basic boiler room piping, valves, boiler parts and attachments, meters, gauges, water treatment, fuels, and combustion. Units include assignments and questions in each lesson area.

Oil Burners
by Edwin Field, 1974

Howard W. Sams and Co., Inc.

For those interested in oil burners, this book can be a useful aid in gaining an understanding and practical working knowledge of the theory, construction, installation, operation, testing, servicing and repair of all types of oil burners, whether domestic or industrial. Much emphasis is placed on how the ignition system works, such as transformer action, high-voltage transportation and the operational sequences of limit controls, thermostats and various relays. Several other topics, such as combustion chambers, drafts, chimneys, and fuel pumps, have been covered to provide the maximum amount of information. Steam and gravity hot-water systems have also been included along with forced and gravity warm-air systems. Step-by-step detailed instructions are given for the new procedures, and trouble charts are included throughout the book to assist in diagnosis and repair.

Refrigeration--1 and 2
by Kamil Faris, 1973

Rutgers, Kilmer Campus

The basic principles of refrigeration are emphasized in this introduction to shop and related refrigeration practices. The book is designed to teach theory and technicalities to the student through related basic and shop practices. The book is divided into lessons. Each lesson has an objective and related information. There are assignments to give the student an opportunity to evaluate his knowledge, and "jobs" which give the student practical experience with the material. The course is actually divided into two books, but is intended as one course of study.

Sheet Metal and Air Conditioning Contractors: Manual for the Balancing and Adjustment of Air Distribution Systems
1967

Sheet Metal and Air Conditioning Contractors'
National Association, Inc.

This manual is part of a series of manuals designed to establish proper standards for the construction of air distribution systems. The purpose of this manual is to indicate the scope of balancing and adjusting for which the contractor is responsible. Instruction is provided on the procedure to follow, methods of reporting, instruments that may be used and basic knowledge necessary for competency. The methods and principles described in the manual will enable an air balancing technician to properly balance any system.

● SAFETY

Safe Living
by Harold T. Glenn

Bennett Books, 1975

This text provides classroom instruction in safety. Chapter topics include: Why We Study Safety, At School, At Home, On Vacation, On the Job, In Agriculture, Training for Emergencies--First Aid, Fire, Storms, You're a Pedestrian, So You Want to Drive! A free teacher's guide is included with the text.

Safety Practices and Procedures in School Shops

Rutgers, Kilmer Campus

A basic safety text. This book can be used as a classroom group text or as an individual reference. The book presents the material in 42 topics. The topics range from safety squads to individual pieces of safety equipment.

Ups and Downs: The Basic Principles of Ladder Safety
by Joseph Gliem, 1972

Ohio State University
Agricultural Educational Curriculum Materials Service

Designed as a reference for use in high school vocational agricultural classes, this text can help students select and use ladders safely and learn to prevent injury. The manual provides student objectives; general information on ladder parts, use, positioning and maintenance; and a ladder safety test. The guide contains many photographs, diagrams and drawings.

● SALES

Basic Salesmanship
by John Ernest, 1969

McGraw-Hill Book Co.

In order to equip students with the basic skills needed in a selling job, this text-workbook provides an intensive training course to be covered over a short period of time.

Basic Selling
Instructional Materials Laboratory

The University of Texas at Austin
Division of Extension
Educational Department

Basic Selling is a teachers' manual on sales attitudes and techniques. It comes complete with a good set of visual aids designed for reproduction or for use with an overhead projector.

The organization of this manual with its visual aids lends itself to an excellent mini-course potentially valuable to any cooperative program.

Careers in Sales, Film

Pathescope Educational Films, Inc.

This film demonstrates the vast variety and scope of careers in sales, recounting the role of salesmen in our history, and assessing the prestige of sales in today's world. According to the film, the character and qualities of the old Yankee peddler still make the good salesman. Discussions of desirable personality traits and of the opportunities, challenges and rewards of sales careers are included. In interviews with a retired sales manager, a spokeswoman for Avon, and the owner of a neighborhood store--the film points up the tradition of independence and perseverance, and the constant demand for the good sales person.

In Part Two sales career opportunities, satisfactions, challenges and types of work involved are covered in interviews with people who sell products, concepts and ideas, and services. Those interviewed include an artist who is also a manufacturer's representative, a musician who is also manager of a music instrument store, a regional sales manager, an advertising space salesman with a magazine, an insurance and securities salesman, and an account executive with a graphic arts company. These interviews suggest some ways of entering this field; outline qualifications, skills and knowledge needed; and stress sales as a career of freedom, creativity and opportunity

Floristry Merchandising and Services
1954

The University of Texas at Austin

Designed for the retail florist trainee, this text covers all aspects of buying, selling, merchandising, display, services, care of flowers and plants, designing, constructing arrangements, and preparation of customer orders. The book has 43 assignments and is 96 pages in length.

Furniture for the Home
1975

The University of Texas at Austin

Furniture for the Home is a new, individualized instruction manual for students training in home furnishing sales. 12 assignments cover sales and product information on studying and classifying furniture; woods used in furniture; metals, plastics, and other materials used in furniture; upholstery fabrics, padding, and filling materials; construction; embellishments and finishes; furniture styles and periods; identifying individual furniture items and their uses; bedding; learning why customers buy; and helping customers. An illustrated glossary is included for clarification of furniture terms.

This manual is well illustrated, and can help prepare the beginning sales trainee for his role in the marketplace.

Getting Merchandise Ready for Sale: Receiving, Checking and Marking
by Carol Moffett, 1969

McGraw-Hill Book Co.

This text-workbook is designed to prepare students for entry-level jobs as clerks in receiving rooms and warehouses. The contents include the following topics: What This Book Means to You, Where the Business of Retailing

Starts, What Follows the Purchase Order, The Receiving Record, Why the Bother About Records, See for Yourself, Planning Store Visits, Receiving Merchandise, Equipment for Moving Merchandise, Safety, Receiving in Action, Checking Merchandise, Checking in Action, Marking Merchandise, Marking in Action, Your Future in Retailing, Applying for a Job, The Job Interview, Receiving RCM, and Here's to You!

Household Appliances and Radio-TV Selling and Servicing
by William Fleuellen, Jr., 1966

Small Business Administration

Designed as a resource material, this pamphlet is intended for use on a secondary level. The contents include: household appliances, radio-TV, selling, servicing and a bibliography.

Know Your Merchandise
by Wingate, Gillespie, and Addison, 1964

Gregg Publishing Co.

This thorough revision of a widely used textbook on merchandise information is composed of two main divisions: Part I: Textiles, and Part II: Non-Textiles. The introductory chapter discusses the importance of merchandise information to the sales-person and to the consumer, giving the reader the various concepts involved in buying practices.

My First Job: Department Store Clerk, Film

Coronet Films, No. 3448

In this film, a young clerk in a department store tells about the opportunities for sales of a wide range of products. He describes different ways to learn behind-the-scenes aspects of the retail business and cites techniques that can promote good customer relations.

Mystery of Selling to Women
by Elizabeth Toth

Ohio State University
The Distributive Educational Materials Lab

Constructed to be applicable to both classroom teaching and self-instruction, this manual of salesmanship emphasizes the techniques used for selling to women. The many self-development materials contained in the guide can be useful to supervisors and executives as well as to salespeople. The course offers suggestions for the application of modern techniques of motivation communication, and human engineering to retail selling. Related materials on sales methods are appended along with a glossary of terms and a bibliography.

Principles of Personal Selling

ITT Educational Publishing

This text is a sales training manual for junior executive trainees. It provides role playing situations to speed the learning of the best selling procedures. The book also defines the roles of the salesperson and discusses personal selling in fashion distribution. The contents include: retail sales; salesmanship; salespeople; job categories; salespeople characteristics; customer psychology; retail merchandising knowledge; customer relationships; sales presentations and approaches; review questions and student activities.

Retail Salesmanship: A Programmed Text
by F. E. Hartzler, 1970

McGraw-Hill Book Co.

The basic skills needed in retail sales constitutes the main topic of this text-workbook. Instruction is provided in the essential features of a sales presentation. The contents include: selling, buying motives and selling benefits, the sales presentation; suggestion selling, and selling big ticket items.

Selecting and Buying Merchandise
by Samson and Palmer, 1974

South-Western Publishing Co.

Selecting and Buying Merchandise consists of six sections of textual and illustrative material and six sections of projects that are directly related to the content of the textual material. The text and projects are drawn from a variety of retail stores with differing sizes and organizational structures. This book presents the fundamental principles of buying consumer goods for resale and provides meaningful project activities for the application of these principles.

Selling Fashion Apparel, SEE FASHION

● SMALL BUSINESS MANAGEMENT

Small Business Management
by William Hailes, 1965

Delmar Publishers

Small Business Management presents units of information necessary for the successful operation of an individually owned small business. Fifteen work units are presented which relate to success in business ownership. Each unit contains a series of topics and activities suitable for the classroom. The terminology is intentionally simplified and emphasis is placed on the practical rather than the theoretical aspects of the information presented. A glossary of essential terms is provided. Fictitious case problems based on true situations, and illustrative examples are used where appropriate. A summary and topic quiz is provided for each topic, and fifteen major unit tests are also available. This book can serve not only as a textbook, but as a reference manual to aid in the start of a small business.

Starting and Managing a Successful Business, Part I and II, Film

Bureau of Audio-Visual Instruction
University Extension
University of Wisconsin

This film tells the story of the growth of 2 successful small businesses. The men who have started the businesses are first interviewed. A professor of business and a representative of an investment firm interpret the various stages of business growth and comment on why these businesses were successful. A panel of businessmen then discusses the general principles of successful business management at the close of the films.

● SMALL ENGINE REPAIR AND MAINTENANCE

Outboard Motors and Small Engines, SEE MARINE OCCUPATIONS

Small Gas Engines
by Alfred C. Roth and Ronald J. Baird, 1975

Goodheart-Willcox

This book was designed for use by students and apprentices. The purpose of the text is to provide basic instruction in fundamentals, operating principles, and troubleshooting on small 2 and 4 cycle gas engines such as are used on mowers, outboards, chain saws, and snowmobiles. The book contains many illustrations and is written in non-technical language. It covers 2 and 4 cycle engines, rotary engines, fuel systems, carburetion, lubrication, tune-up, and engine performance. Information on career opportunities is included, along with a reference section and a dictionary of terms.

Small Gasoline Engine Repair
1965

University of Texas at Austin

This manual is a study guide with unit tests. The 53 assignments (14 units of study) deal with fundamentals of internal combustion engines, shop safety, hand tools, types of engines, lubrication, cooling, ignition and fuel systems servicing, troubleshooting, and maintenance of small gasoline engines. References are Audels Gas Engine Manual, 1963, Howard W. Sams; Purvis, All About Small Gas Engines, 3d ed., 1963, Goodheart-Willcox; Small Engines Service Manual, 7th ed., 1964, Technical Publications; and Stephenson, Small Gasoline Engines, 1964, Delmar.

WAREHOUSING

Civil Service Exam Passbook: Warehouseman
by Jack Rudman

National Learning Corp.

Rudman's book contains past civil service exam questions and answers for warehousemen.

Effective Warehousing
by J. A. Burton, 1974

International Publications Service

Effective Warehousing is a survey of the whole field of warehousing and the management of materials. It includes man-resource management aspects of warehousing.

Getting Merchandise Ready for Sale: Receiving, Checking and Marking, SEE SALES

Modern Warehouse Management
by Creed Jenkins, 1968

McGraw-Hill Book Co.

The responsibilities, functions, techniques and tools of modern warehousing are presented in this text. The book is divided into chapters covering the following topics: The Role of Warehousing in Business; Warehouse Evaluation and Requirements; Warehouse Construction and Finance; Warehouse Layout; Efficient Operations; Equipment Evaluation, Equipment Selection and Maintenace; Transportation; Accountability and Basic Warehousing Procedures; Cost and Administrative Controls; Data Processing in Warehousing; and Safety.

My First Job: Stock Clerk, Film

Coronet Films, No. 3439

This film protrays the duties of a stock clerk by using "Doug" as an example of a stock employee. Doug's entry job duties in an electronic high fidelity equipment store include receiving items from the wholesaler; marking, price tagging and storing them; replacing stock in the store and inventory updating.

Stockkeeping
1969

The University of Texas at Austin

Information for students on stockkeeping, its functions, and how it relates to the basic merchandising and distribution picture is provided in this basic manual for every DE student-trainee. It contains 22 assignments, and is 145 pages in length.

Warehouse Management
by John Warman, 1971

International Publications Service

The following aspects of warehouse functioning and management are covered in this book: siding and construction, building, care of premises, planning, supervision, goods movement and reception of goods, equipment, materials handling, mechanization, racking, work measurements, stock control and stock taking, finance and personnel.

Warehousing
1974

The University of Texas at Austin

Intended for students training in any warehouse operation, this book covers all aspects of materials handling, storage, receiving, shipping, control, security and safety. A Warehousing Answer Book is also available.

● WOODWORKING AND FURNITURE MAKING

Bench Woodwork
by John L. Feirer

Bennett Books

Bench Woodwork gives a complete coverage of the basics of woodworking plus a good introduction to industry and its related concepts. The importance of project planning and completion, hand skills, and safety are given recurrent stress throughout this easy-to-understand text. Respect for tools and wood in its many forms is encouraged with new units on power tools, mass production, buying wood products and buying tools and machines. Attention is also given to safety, consumer values and careers. There are cver 500 photos, drawings and charts in this 255 page book, as well as 2-color printing, and 65 projects.

Bench Wood Student Guide is coordinated with the text to reinforce learning. Questions are objective in design, which facilitates ease of completion and checking. The guide is 62 pages in length.

Cabinetmaker
1974

University of Texas at Austin

This manual presents a complete study of cabinetmaking, including careers, materials, tools, safety, shop math, joints, furniture and cabinet construction, and a glossary. Twenty-four assignments are based on the reference Tools for Woodworking Trades, the University of Texas at Austin, 1972.

Furniture Finishing
1961

University of Texas at Austin

Furniture Finishing is a study guide with unit tests. There are 51 assignments (13 units of study) based on 4 references: Newell and Holtrop, Coloring, Finishing and Painting Wood, 1961, Chas. A. Bennett; Marsh, The Easy Expert in Collecting and Restoring American Antiques, 1959, J. B. Lippincott; Scharff, Complete Book of Wood Finishing, 1956, McGraw-Hill; and Soderberg, Finishing Materials and Methods, 1952, McKnight and McKnight.

Furniture Repairman and Upholsterer
1970

University of Texas at Austin

Furniture Repairman and Upholsterer is a study guide with unit tests. There are 48 assignments (14 units of study) dealing with careers in the furniture repair industry, safety, tools and machines, furniture frames, replacement of parts, regluing joints, removal of old finishes, refinishing, fabrics, and construction materials for upholstering.

Modern Woodworking
by Willis H. Wagner, 1974

Goodheart-Willcox Co., Inc.

Up-to-date information about wood and wood products, and instruction in the use of hand and power tools is presented in this text. Exploratory experiences are provided to give students insight into major areas of wood working, including furniture and cabinetwork, laminating and bending wood, wood finishing, upholstery and plastic laminates, patternmaking, carpentry, and boat building. A special full-color section is included which shows the typical color and grain characteristics of 71 different woods. The book was designed for senior high school, vocational high, college and adult use.

Upholstering
by James E. Brumbaugh

Howard W. Sams and Co., Inc.

Upholstering discusses the techniques of modern upholstering, and includes up-to-date technical and practical information on the subject. The text covers the mechanical skills of upholstering and recovering and presents an introduction for an appreciation of design, furnishing cosmetics, and furniture decor.

Wood Finishing
by Harry R. Jeffrey

Bennett Books

This is a concise handbook on the processes, methods, and materials needed in preparing and finishing old and new woods. For quick techniques, A chapter is included entitled "If you are in a hurry." The book also shows the rewarding processes available to those who are not in a hurry and want to work with wood as an art and a craft. The contents include: preparing the wood for finishing, staining, fillers and sealers, finishing materials, varnishing, lacquers, wax polishing, oil polishing, french polishing, penetrating wood finish, enameling and glazing, refinishing old furniture, special treatments of woods, special problems in finishing and decorative finishes.

Wood Furniture: Finishing, Refinishing, Repairing
by James E. Brumbaugh

Howard W. Sams and Co., Inc.

The basic technical information needed for complete wood finishing is presented in this book. It includes the fundamentals of furniture repair, both veneer and solid wood, and complete refinishing procedures, which involve stripping the old finish, sanding, selecting the finish, and using wood fillers. Complete step-by-step procedures for antiquing, painting, staining, flocking, inlay patterns and gold- and silver-leaf finishing are included. Various woods, along with actual grain photos, are discussed as to their characteristics and their reactions to various finishes.

Woodworking for Industry
by John Feirer

Bennett Books

This book provides an introduction to the field of woodworking. It covers building construction as well as cabinetmaking. Technological developments in products, tools and building techniques are also discussed. The book is written in direct, simple language.

part three

RESOURCES

There are two kinds of information included in Part Three: addresses of publishers and film distributors and sources of additional resource materials. The addresses are alphabetized by company. The listing of additional resource materials should greatly aid the resourceful teacher in locating information not included in this guide.

publishers and film distributors

Abus Marine Publications Division
Intertec Publishing Corporation
1014 Wyundotte St.
Kansas City, Missouri 64105

Acoustifone Corporation
Chatsworth, California

Aldine Publishing Co.
529 South Wabash Avenue
Chicago, Illinois 60605

Allyn and Bacon, Inc.
470 Atlantic Ac.
Boston, Massachusetts 02210

American Beauty Career Service
Salt Lake City, Utah

American Society for Oceanography
ASO Information Kit
1730 M St., Northwest, Suite 412
Washington, D. C. 20036

American Technical Society
848 East 58th Street
Chicago, Illinois 60637

Arco Publishing Co., Inc.
219 Park Avenue South
New York, New York 10003

Argus Communications
3505 North Ashland Avenue
Chicago, Illinois 60657

Association-Sterling Films
600 Grand Avenue
Ridgefield, New Jersey 07657

Bennett Books
Chas. A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Bobbs-Merrill Co., Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

Bowmar Publishing Co.
622 Rodier Drive
Glendale, California 91201

Brooks/Cole Publishing Co.
10 Davis Drive
Belmont, California 94002

Bureau of Audio-Visual Instruction
University Extension
University of Wisconsin
1327 University Avenue
P. O. Box 2083
Madison, Wisconsin 53701

Bureau of Occupational and Adult Education
Office of Education
Washington, D. C.

Cahners Career Education Series
Cahners Books
89 Franklin Street
Boston, Massachusetts 02110

California State College
Fullerton, California

California State Department of Education
Bureau of Publishers
721 Capitol Mall
Sacramento, California 95814

California State Department of Education
Business Service Section
Textbooks Publication Sales
721 Capitol Mall
Sacramento, California 95814

California State Joint Apprenticeship Committee
Bureau of Industrial Education
721 Capitol Mall
Sacramento, California 95814

Cardinal Laboratories, Inc.
9649 Rush Street
South Elmonte, California

Career Discovery Education Program
Scholastic Book Services
904 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

Career Systems
3750 Monroe Avenue
Rochester, New York 14603

Cebco Standard Publishing
P. O. Box 31138
Cincinnati, Ohio 45231

Changing Times Education Service
1729 H Street, Northwest
Washington, D. C. 20006

Charles A. Bennett Co., Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Charles C. Thomas
301-327 East Lawrence Avenue
Springfield, Illinois 62703

Charles E. Merrill Publishing Co.
1300 Alum Creek Drive
Columbus, Ohio 43216

Connecticut Curriculum Committee for Blueprint
Reading for the Building Trades
State Education Department
Hartford, Connecticut

Continuing Education Publications
Extension Annex
Corvallis, Oregon 97331

Cooperative Education Association
Drexel University
Philadelphia, Pennsylvania 19109

Coronet Instructional Media (Coronet Films)
65 East South Water Street
Chicago, Illinois 60601

Council Bluffs Community School
Council Bluffs, Iowa

Counselor Films, Inc.
Career Futures, Inc.
2100 Locust Street
Philadelphia, Pennsylvania 19103

Cube Corporation
17905 Sky Park Circle
Irvine, California 92707

Current Affairs
24 Danbury Road
Connecticut 06897

Curriculum Coordinating Unit
P. O. Box DX
State College, Mississippi 39762

Curriculum Innovations, Inc.
Publications and Subscription Offices
501 Lake Forest Avenue
Highwood, Illinois 60040

Delmar
Vocational/Technical and Industrial Education
50 Coolf Road
Albany, New York 12205

Digital Equipment Corp.
Software Distribution Center
Building 1-2
146 Main Street
Maynard, Massachusetts 01754

Distributive Educational Department
Division of Extension
The University of Texas at Austin
Austin, Texas

The Dorsey Press, Inc.
1818 Ridge Road
Homewood, Illinois 60430

Drexel University
(Cooperative Education Association)
Mr. Stewart Collins
Executive Secretary
Philadelphia, Pennsylvania

ERIC Clearinghouse on Vocational and Technical Education
The Ohio State University
Columbus, Ohio

ERIC Clearinghouse (Bethesda)
ERIC Processing and Reference Facility
4833 Rugby Avenue
Bethesda, Maryland

Educational Design, Inc.
47 West Street and 13th Street
New York, New York 10011

Educational Dimensions Corp.
Box 488
Great Neck, New York 11022

Educational Progress Corp.
4900 South Lewis Avenue
Tulsa, Oklahoma 74145

Educational Technology Publications
140 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

Educators Assistance Institute
Subsidiary of Systems Development Corporation
2500 Colorado Avenue
Santa Monica, California 90406

Fawcett Publications, Inc.
1515 Broadway
New York, New York 10036

Fearon Publishers
6 Davis Drive
Belmont, California 94002

Follett Publishing Company
1010 West Washington Blvd.
Chicago, Illinois 60607

Ford Motor Co.
Film Library
The American Road
Dearborn, Michigan 48121

General Learning Corp.
250 James Street
Morristown, New Jersey 07960

General Mills, Inc.
9200 Film Center
Post Office Box 1113
Minneapolis, Minnesota 55440

Georgia State Department of Education
Office of Instructional Services
State Office Building
Atlanta, Georgia 30334

The Goodheart-Willcox Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Gregg Division
McGraw Hill Book Co.
1221 Avenue of the Americas
New York, New York 10036

Guidance Associates
41 Washington Avenue
Pleasantville, New York 10570

H. C. Johnson Press, Inc.
Vocational Education Division
P. O. Box 5566
2801 Eastrock Drive
Rockford, Illinois 61125

Harcourt Brace Jovanovich, Inc.
757 Third Avenue
New York, New York 10017

Hayden Book Co., Inc.
Career Institute
50 Essex Street
Rochelle Park
New Jersey 07662

Hoffman Occupational Learning Systems
4423 Arden Drive
El Monte, California 91734

Holt, Rinehart, and Winston, Inc.
383 Madison Avenue
New York, New York 10017

Houghton Mifflin Co.
2 Park Street
Boston, Massachusetts 02107

Household Finance Corporation
Prudential Plaza
Chicago, Illinois 60601

Howard W. Sams and Co., Inc.
ITT Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

The Humane Society of the United States
1604 K Street, Northwest
Washington, D. C. 20006

IRS
Federal Office Building
31 Hopkins Plaza
Baltimore, Maryland 21201

ITT Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

Illinois Board of Vocational Education and Rehabilitation
Marcia Donini
Material Resource Center
100 North First Street
Alzina Building
Springfield, Illinois 62706

Illinois State Department of Education
Division of Vocational and Technical Education
1035 Outer Park Drive
Springfield, Illinois 62706

Indiana University
Vocational Education Program Area
School of Education
Bloomington, Indiana 47401

Indiana University Press
10th and Morton Street
Bloomington, Indiana 47401

Institutions-Volume Feeding Magazine
Cahners Books
89 Franklin Street
Boston, Massachusetts 02110

International Publications Service
114 East 32nd Street
New York, New York 10016

The Interstate Printers and Publishers, Inc.
19-27 North Jackson Street
Danville, Illinois 61832

J. B. Lippincott Co.
East Washington Square
Philadelphia, Pennsylvania 19105

J. G. Ferguson Publishing Co.
Chicago, Illinois

Job Corps Occupational Training Program
U. S. Department of Labor
Manpower Administration
601 D Street, Northwest
Washington, D. C. 20213

Kentucky State Department of Education
Frankfurt, Kentucky

Kentucky University
Department of Vocational Education
Lexington, Kentucky

Keystone Publications
1650 Broadway
New York, New York 10019

Kung, Inc.
207-209 East Patapsco Avenue
Baltimore, Maryland 21225

Learn Fast System, Inc.
R. D. No. 2, Box 429
Yardville, New Jersey 08620

Learning Trends
Globe Book Co., Inc.
175 Fifth Avenue
New York, New York

Lenape Technical School
2215 Chaplain Street
Ford City, Pennsylvania

Library Filmstrip Center
3033 Aloma Street
Wichita, Kansas 67211

Love Publishing Co.
6635 East Villanova Place
Denver, Colorado 80222

MIT Press
28 Carleton Street
Cambridge, Massachusetts 02142

Mafex Associates, Inc.
111 Barron Avenue
Johnstown, Pennsylvania 15906

Maine Department of Education and Cultural Services
Augusta, Maine 04330

Maryland Department of Licensing and Regulation
Division of Labor and Industry
203 East Baltimore Street
Baltimore, Maryland 21202

Maryland State Department of Education
State Media Service Center
P. O. Box 8717
Friendship International Airport
Baltimore, Maryland 21240

McGraw-Hill Book Co.
Order Services
Princeton Road
Highstown, New Jersey 08520

McKnight and McKnight
Bloomington, Illinois

Michigan Department of Education
Central Michigan University
Mt. Pleasant, Michigan

Milady Publishing Corp.
3839 White Plains Road
Bronx, New York 10467

Minnesota Department of Education
Commissioner of Vocational-Technical Education
Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101

Missouri Instructional Materials Lab
Amon Herd, Director
8 Industrial Education Building
University of Missouri--Columbia
Columbia, Missouri 65201

Missouri State Department of Education
Box 480 Jefferson Building
Jefferson City, Missouri 65101

Modern Talking Picture Service
Suite 4
2000 L Street, Northwest
Washington, D. C. 20036

National Association of Engine and Boat Manufactures
Film Library
Department of Creativision, Inc.
295 West 4th Street
New York, New York 10014

The National Association of Retail Grocers
Suite 620
2000 Spring Road
Oak Brook, Illinois 60521

National Audiovisual Center
Distribution Branch
Washington, D. C. 20409

National Career Center
Department FF
3839 White Plains Road
Bronx, New York 10467

National Career Consultants, Inc.
9978 Monroe Street
Dallas, Texas

National Educational Media, Inc.
Order Department
15250 Ventura Blvd.
Sherman Oaks, California 91403

National Laboratory for the Advancement of Education
The Aerospace Education Foundation
1750 Pennsylvania Avenue, Northwest
Washington, D. C. 20006

National Learning Corporation
20 Dupont Street
Plainview, New York 11803

The National Secretaries Association International
2440 Pershing Road
Suite G-10
Kansas City, Missouri 64108

National Tool, Die and Precision Machine Association
9300 Livingston Road
Washington, D. C.

National Vocational Guidance Association
1607 New Hampshire Avenue, Northwest
Washington, D. C. 20009

Nebraska Department of Vocational Education
233 South 10th Street
Lincoln, Nebraska 68508

Nevada State Department of Education
Director of Vocational and Technical Education
Carson City, Nevada 89701

New Readers Press
Division of Laubach Literary, Inc.
P. O. Box 131
Syracuse, New York 13210

North Dakota State Board for Vocational Education
c/o Carrol E. Burchinal, Director and Executive Officer
State Office Building
900 East Blvd.
Bismark, North Dakota 58501

Occupational Learning Systems
4423 Arden Drive
Elmonte, California 91734

Ohio State Department of Education
Vocational Education
65 South Front Street
Columbus, Ohio 43215

Ohio State University
Agricultural Educational Curriculum
Materials Service
Room 201
2120 Fyffe Road
Columbus, Ohio 43210

Ohio State University
Center for Vocational and Technical Education
Product Utilization Section
1960 Kenny Road
Columbus, Ohio 43210

Ohio State University
Distributive Educational Materials Lab
1885 Neil Avenue
115 Townsend Hall
Columbus, Ohio 43210

The Ohio State University
Instructional Materials Lab
1885 Neil Avenue
Columbus, Ohio 43210

Ohio Trade and Industrial Education Service
The Ohio State University
College of Education
Columbus, Ohio 43210

Oklahoma State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1515 West 6th Avenue
Stillwater, Oklahoma 74074

Olympus Publishing Corp.
Salt Lake City, Utah

Opportunities for Learning, Inc.
5024 Lankershim Blvd.
Department C4
North Hollywood, California 91601

Oregon Board of Education
Division of Community Colleges and Vocational Education
Public Services Building
Salem, Oregon 97310

Pathescope Educational Films, Inc.
71 Weyman Avenue
New Rochelle, New York 10802

Pennsylvania Department of Education
Office of Information and Publications
P. O. Box 911
Harrisburg, Pennsylvania 17126

Prentice-Hall Educational Book Division
Englewood Cliffs, New Jersey 07632

Research Press Company
2612 North Mattis Avenue
Champaign, Illinois 61820

Restaurant-Hotel Aids
2120 Girad Avenue
Minneapolis, Minnesota 55405

The Ronald Press Company
79 Madison Avenue
New York, New York 10016

Rutgers
Kilmer Campus--Building 4103
Department of Education
Vocational-Technical Curriculum Lab
New Brunswick, New Jersey

Rutgers
10 Seminary Place
Vocational-Technical Curriculum Lab
New Brunswick, New Jersey

Sandler Instructional Films, Inc.
1001 North Poinsettia Place
Hollywood, California 90046

Scholastic Book Services
Division of Scholastic Magazine
50 West 44th Street
New York, New York 10036

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Sequoia School District
c/o Director of Vocational Education
Redwood City, California

Sheet Metal and Air Conditioning Contractors
National Association, Inc.
P. O. Box 3506
Washington, D. C. 20007

Simon and Schuster, Inc.
630 Fifth Avenue
New York, New York 10020

Singer Career Systems
1828 L Street, Northwest
Suite 402
Washington, D. C. 20036

Small Business Administration
Room 3930
26 Federal Plaza
New York, New York 10007

Southwestern Publishing Co.
925 Spring Road
Pelham Manor, New York 10803

Stuart Reynolds Productions
9465 Wilshire Blvd.
Beverly Hills, California

Subsidiary of Systems Development Corp.
2500 Colorado Avenue
Santa Monica, California 90406

Tennessee
Vocational Curriculum Lab
Box 1114
Murtreesboro, Tennessee 37130

Texas A&M University
Agriculture Education Teaching
Materials Center
College Station, Texas 77840

Texas Educational Agency
Occupational Education and Technology
Vocational Industrial Education
Austin, Texas

Theodore Audel and Co.
Bobbs-Merrill Co., Inc.
4300 West 62nd Street
Indianapolis, Indiana 46268

UCLA
Director of Allied Health Professions Project
Division of Vocational Education
College of Education
1003 Wilshire Blvd.
Santa Monica, California 90401

U. S. Department of Health, Education and Welfare
Office of Education
Washington, D. C.

U. S. Department of Labor
Manpower Administration
Washington, D. C. 20210

U. S. Government Printing Office
Superintendent of Documents
Washington, D. C. 20402

University of Illinois
Vocational Agriculture Services
434 Mumford Hall
Urbana, Illinois 61801

University of Minnesota
College of Education
Minneapolis, Minnesota

University of Missouri-Columbia
Instructional Materials Laboratory
Department of Practical Arts and Vocational-Technical Education
Columbia, Missouri 65201

University of South Carolina
Project WERC
Columbia, South Carolina

The University of Texas at Austin
(Division of Extension)
Educational Department
Austin, Texas 78712

Virginia State Department of Education
Mr. Harry Smith
Director of Public Information and Publications
P. O. Box 6-Q
Richmond, Virginia 23216

Vocational Curriculum Development and Research Center
Natchitoches, Louisiana 71457

Vocational Guidance Manuals
620 South Fifth Street
Louisville, Kentucky 40202

Vocational Instructional Services
Texas A&M University
College Station, Texas 77840

W. B. Saunders Co.
218 West Washington Square
Philadelphia, Pennsylvania 19105

Washington: for teacher's resource publications, send inquiries to:
LeRoy McCartney, Director
Distributive and Office Education
216 Old Capitol Building
Olympia, Washington 98504

West Virginia:
Coordinator of Curriculum Development
Bureau of Vocational, Technical and Adult Education
Room B-243
Building 6, Capitol Complex
Charleston, West Virginia 25305

Western Tape
P. O. Box 69
Mountain View, California 94042

The Westinghouse Learning Corporation
100 Park Avenue
New York, New York 10017

Wiley-Interscience
P. O. Box 4569
Grand Central Station
New York, New York 10017

Ziff-Davis Publishing Co.
One Park Avenue
New York, New York 10016

sources of additional resource materials

The items listed below are general sources of information and instructional materials useful to the teacher-coordinator. The companies, educational and governmental agencies are very cooperative in responding to inquiries.

GENERAL SOURCES FOR EDUCATORS

Abstracts of Instructional Materials for Career Education, 1972, and Supplement to Abstracts of Instructional Materials for Career Education, 1973

These bibliographies provides information on a wide variety of career education and related materials. Available from:

Product Utilization
The Center for Vocational and Technical Education
1960 Kenny Road
Columbus, Ohio 43210

Aids from the American Bankers Association

The American Bankers Association
1120 Connecticut Avenue, Northwest
Washington, D. C. 20036

The catalog lists more than 400 banking related aids available from the American Bankers Association. Some of the materials are free; others are not. Most are in the form of booklets, but the range extends from forms to color motion pictures. A great deal of the material listed has direct application to work experience programs. The material is cross indexed to help in the rapid location of information.

Association for Supervision and Curriculum Development
National Education Association
1201 Sixteenth Street, Northwest
Washington, D. C. 20036

The association provides information on recently developed curriculum materials.

Educators Guide to Free Films
Mary Horkheimer and John Ditton

Educators Progress Service, Inc.
Randolph, Wisconsin 53956

The Guide to Free Films is a comprehensive listing of films on a wide variety of topics of interest to students. Entries are indexed by title and subject for easy location.

Encyclopedia of Associations

Sale Research Company

This publication provides a comprehensive listing of associations, many of which will supply useful instructional material and answer requests on specific topics.

The Vocational Technical Library Collection

Bro-Dart Publishing Company
Williamsport, Pennsylvania

This collection is a very comprehensive listing of source material relating to vocational and technical education and career education.

Catalog of Business and Vocational Education Materials

Thompson-Mitchell and Associates
2996 Grandview Avenue, Northeast
Roberts Building
Atlanta, Georgia 30305

This catalog provides a listing of commercial films, tapes and audio visual equipment.

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

GPO Has a comprehensive collection of publications useful to the teacher-coordinator. New titles are announced through a bi-monthly flyer entitled "Selected U. S. Government Publications." Subscription to the flyer is free upon request. In addition, topical indexes are available upon request.

COMMERCIAL ORGANIZATIONS

The organizations and companies listed below are sources of a variety of educational aids. A catalog of instructional materials can be obtained by writing directly to the organization.

American Arbitration Association
Education Department
477 Madison Avenue
New York, New York 10017

American Broadcasting Co. TV
1330 Avenue of the Americas
New York, New York 10019

AFL-CIO Film Division
815 Sixteenth Street, Northwest
Washington, D. C. 20006

American Forest Products Industries, Inc.
1816 N Street, Northwest
Washington, D. C. 20008

Airco Chemicals and Plastics
150 East 42nd Street
New York, New York 10017

American Economic Foundation
51 East 42nd Street
New York, New York 10017

Aluminum Company of America
Motion Picture Section
1501 Alcoa Building
Pittsburgh, Pennsylvania 15219

American Management Association, Inc.
Film Department
135 West 50th Street
New York, New York 10020

American Iron and Steel Institute
150 East 42nd Street
New York, New York 10017

American Petroleum Institute
Committee on Public Affairs
1271 Avenue of the Americas
New York, New York 10020

American Society for Metals
Metals Park, Ohio 44073

American Can Company
100 Park Avenue
New York, New York 10017

Automobile Manufactures Association
New Center Building
Detroit 2, Michigan

Association of American Railroads
Transportation Building
Washington 6, D. C.

American Society of Tools and Manufacturing Engineers
Publication Sales Department B-1
20501 Ford Road
Dearborn, Michigan 48128

Boeing Company
Attention: Film Editor
News Bureau
M. S. 16-41
Seattle, Washington 98124

Briggs & Stratton Corporation
2711 North 13th Street
Milwaukee, Wisconsin 53201

Chamber of Commerce, U.S.
Audio-Visual Department
1615 H Street, Northwest
Washington, D. C. 20006

Coca-Cola Bottling Company
515 Madison Avenue
New York, New York 10022

The Commission on Engineering Education
1501 New Hampshire Avenue, Northwest
Washington, D. C. 20036

Chrysler Corporation
341 Massachusetts Avenue
Detroit, Michigan 48231

Eastman Kodak Company
Information Films Division
343 State Street
Rochester, New York 10033

Douglas Aircraft Company
Film and Television Communications, G-83
3000 Ocean Park Blvd.
Santa Monica, California 90406

D. I. Dupont De Nemours & Co.
Advertising Department
Motion Picture Distributor
1907 Market Street
Wilmington, Delaware 19898

Encyclopedia Britannica
Educational Corp.
1150 Wilmette Avenue
Wilmette, Illinois 60091

Federal Aviation Administration
Film Library, PT-921
Aeronautical Center
P. O. Box 25082
Oklahoma City, Oklahoma 73125

General Aniline and Film Corp.
Photo Education Services
140 West 51st Street
New York, New York 10020

Firestone Tire and Rubber Co., The
Department of Public Relations
1200 Firestone Parkway
Akron, Ohio 44317

Ford Motor Company
Motion Picture Department
The American Road
Dearborn, Michigan 48120

General Motors Corporation
Public Relations
Film Library
Detroit, Michigan 48202

Ford Service Publications
P. O. Box 7750
Detroit, Michigan

Goodyear Tire and Rubber
Audio Visual Department
1144 East Market Street
Akron, Ohio 44316

Jam Handy Organization
2821 East Grand Blvd.
Detroit, Michigan 48211

Hughes Aircraft Company
Mr. K. G. Brown
Public Relations and Advertising
Building 114
Mail Station 13
P. O. Box 90515
Los Angeles, California 90009

International Harvester Company
4101 North Michigan Avenue
Chicago, Illinois 60611

Kaiser Aluminum and Chemical Corp.
Kaiser Center
300 Lakeside Drive
Oakland, California 94604

Litton Industries
Broadcast/Motion Picture Services Department
9370 Santa Monica
Beverly Hills, California 90213

West Coast Lumberman's Association
1410 Southwest Morrison
Portland, Oregon 97200

Masonite Corporation
Public Relations Department
Chicago, Illinois 60690

Monarch Machine Tool Company
Advertising Manager
Sidney, Ohio 45365

National Society for the Prevention of Blindness, Inc.
16 East 40th Street
New York, New York 10016

National Association of Manufacturers
2 East 48th Street
New York,17, New York

National Aeronautics and Space Administration
NASA Lewis Research Center
Office of Educational Services
21000 Brookpark Road
Cleveland, Ohio 44135

National Cotton Council of America
Audio-Visual Service
P. O. Box 12285
Memphis, Tennessee 38112

National Education Association
1201 Sixteenth Street, Northwest
Washington, D. C. 20036

Norton Company
Advertising Department
Worcester, Massachusetts 01606

Pratt and Whitney Aircraft
400 Main Street
East Hartford, Connecticut 06108

Rockwell Manufacturing Company
412 East North Lexington Avenue
Pittsburg, Pennsylvania 15208

Republic Steel Corporation
1013 Midland Building
Cleveland, Ohio 44101

Raytheon Company
Mr. Martin B. Curran, Manager
Corporate and Government Advertising
121 Spring Street
Lexington, Massachusetts

Steel Founder's Society of America
21010 Center Ridge Road
Rocky River, Ohio 44116

Sikorsky Aircraft
Division of United Aircraft Corporation
Public Relations Department
Stratford, Connecticut 06497

Simonds Saw and Steel Company
470 Main Street
Fitchburg, Massachusetts

Stanley Tools
600 Myrtle Street
New Britain, Connecticut 06050

South Bend Lathe, Inc.
425 East Madison Street
South Bend, Indiana 46622

Shell Oil Company
50 West 50th Street
New York, New York 10020

The Society of the Plastics Industry, Inc.
250 Park Avenue
New York, New York 10017

Sunoco
Sun Oil Company
1608 Walnut Street
Philadelphia, Pennsylvania 19103

Standard Oil of California
Public Relations Department
225 Bush Street
San Francisco, California 94120

Stuart Reynolds Productions
195 South Beverly Drive
Beverly Hills, California

3M Company
Visual Products
2501 Hudson Road
St. Paul, Minnesota 55101

United Aircraft Corporation
Attention: Mr. Ralph Villers
Public Relations Department
East Hartford, Connecticut

United States Steel Corporation
Chicago Film Distribution Center
208 South La Salle Street
Chicago, Illinois 60690

United Steel Workers of America
1500 Commonwealth Building
Pittsburg 22, Pennsylvania

Uniroyal, Inc.
Public Relations Department
1230 Avenue of the Americas
New York, New York 10020

United States Borax and Chemical Corporation
2075 Wilshire Blvd.
Los Angeles, California 90005

U.S. Plywood Corporation
Sales Promotion Department
777 Third Avenue
New York, New York 10017

Caterpillar Tractor Company
600 West Washington Street
Peoria, Illinois 61611

INSURANCE COMPANIES

The insurance companies listed below have available materials useful in dealing with a variety of topics pertinent to the interests of cooperative work experience students.

Aetna Life and Casualty
Public Relations and Advertising Department
151 Farmington Avenue
Hartford, Connecticut

Equitable Life Assurance Company of the United States
1285 Avenue of the Americas
New York, New York 10019

John Hancock Mutual Life Insurance Company
200 Bendey Street
Boston, Massachusetts 02117

Metropolitan Life Insurance Company
Madison Avenue
New York, New York 10010

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Prudential Insurance Company of America
Education Department
Box 36, Prudential Plaza
Newark, New Jersey 07101

Sun Life Insurance Company of America
One North LaSalle Street
Chicago, Illinois 60602

GUIDANCE INFORMATION

The references listed below are good sources of guidance information. A periodic check with the agency will usually produce worthwhile results.

Vocational Guidance Quarterly
National Vocational Guidance Association
1607 New Hampshire Avenue, Northwest
Washington, D. C. 20009

Career Resource Bibliography and Information
National Career Information Center
1605 New Hampshire Avenue, Northwest
Washington, D. C. 20009

American Guidance Service
Publishers Building
Circle Pines, Minnesota 55014

American Personnel and Guidance Association
1605 New Hampshire Avenue, Northwest
Washington, D. C. 20009

Occupational Outlook Service
Bureau of Labor Statistics
U. S. Department of Labor
Washington, D. C. 20212

U. S. Government Film Service
U. S. Office of Education
Du Art Film Laboratories
245 West 55th Street
New York, New York 10019

Career Information: A Directory of Free Materials for Counselors and Teachers
Sextant Systems, Inc.
Milwaukee, Wisconsin

U. S. DEPARTMENT OF LABOR PUBLICATIONS

A variety of source material can be obtained from the Department of Labor by sending directly to the Washington, D.C. office or to the Region III office, U. S. Department of Labor, P. O. Box 13309, Philadelphia, Pennsylvania 19104. The sources are organized below according to the issuing subdivision within the Department of Labor.

Bureau of Labor Statistics
Washington, D. C. 20212

Publications of the Bureau of Labor Statistics

A Counselor's Guide to Manpower Information, An Annotated Bibliography of Government Publications

Occupational Outlook Handbook

Jobs for the 70's

Monthly Labor Review

Occupational Outlook Quarterly

Major Program, 1974

Manpower Administration
Washington, D. C. 20210

Index to Publications of the Manpower Administration, January 1969 through June 1974

Dictionary of Occupational Titles

Manpower Magazine

Manpower Report of the President

Occupational Briefs Guide for Young Workers

Job Guide for Young Workers

Women's Bureau
Washington, D. C. 20212

Handbook of Women Workers

Job Finding Techniques for Mature Women

EDUCATIONAL RESOURCE INFORMATION CENTER (ERIC)

The Educational Resources Information Center is designed to provide educators access to educational literature which is not generally available. A network of clearinghouses, each having an area of specialization, was established to acquire, select and process documents. Each specialized data center publishes indexes announcing processed documents and provides copies of those documents.

The ERIC System announces the documents processed by its Clearinghouses through two publications: RIE (Research in Education) for research reports and other documents, and CIJE (Current Index to Journals in Education) for articles from periodicals.

The clearinghouse for vocational education is the Center for Vocational and Technical Education (CVTE) at The Ohio State University. In addition to conducting research and development activities in vocational-technical and career education, CVTE publishes two quarterly indexes of documents containing information relevant to career and vocational-technical education:

Abstracts of Instructional Materials in Vocational and Technical Education (AIM)

This index lists a wide variety of instructional materials of use in cooperative work experience programs.

Abstracts of Research Materials in Vocational and Technical Education (ARM)

This index lists and abstracts research and related materials in the vocational and technical education field.

The Center also issues an annual index to AIM and ARM. In addition, Centergram is periodically released, and reviews topical publications. The Center is also helpful in answering direct inquiries on specific topics.

The other clearinghouses in the ERIC system process broad ranging materials of use to teacher-coordinators. A list of the clearinghouses in the ERIC system is given below:

ERIC Clearinghouses

ERIC Clearinghouse on Adult Education
Syracuse University
107 Roney Lane
Syracuse, New York 13210
Telephone: (315) 476-5541 ext. 3493

ERIC Clearinghouse on Counseling and Personnel Services
School of Education Building
Room 2108
East University and South University Streets
Ann Arbor, Michigan 48104
Telephone: (313) 764-9492

ERIC Clearinghouse on the Disadvantaged
Information Retrieval Center on the Disadvantaged
Teachers College
Columbia University
Box 40
1258 Amsterdam Avenue
New York, New York 10027
Telephone: (212) 870-4808

ERIC Clearinghouse on Early Childhood Education
College of Education
University of Illinois
805 West Pennsylvania Avenue
Urbana, Illinois 61801
Telephone: (217) 333-1386

ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
Telephone: (503) 686-5043

ERIC Clearinghouse on Educational Media and Technology
Center for Research and Development in Teaching
School of Education
Stanford University
Stanford, California 94305
Telephone: (415) 321-2300 ext. 3345

ERIC Clearinghouse on Exceptional Children
CEC Information Center on Exceptional Children
1411 South Jefferson Davis Highway
Jefferson Plaza No. 1
Suite 900
Arlington, Virginia 22202
Telephone: (703) 521-8820

ERIC Clearinghouse on Higher Education
The George Washington University
One Dupont Circle
Suite 630
Washington, D. C. 20036
Telephone: (202) 296-2597

ERIC Clearinghouse for Junior Colleges
Room 96
Powell Library
University of California
405 Hilgard Avenue
Los Angeles, California 90024
Telephone: (213) 825-3931

ERIC Clearinghouse on Languages and Linguistics
Modern Language Association of America
62 Fifth Avenue
New York, New York 10011
Telephone: (212) 691-3200

ERIC Clearinghouse on Library and Information Sciences
American Society for Information Science
1140 Connecticut Avenue, Northwest
Suite 804
Washington, D. C. 20036
Telephone: (202) 659-3778

ERIC Processing and Reference Facility
4833 Rugby Avenue
Bethesda, Maryland 20014
Telephone: (301) 656-9723

This functions as a central document reproduction section for all ERIC Clearinghouses.

ERIC Clearinghouse for Reading and Communication Skills
National Council of Teachers of English
1111 Kenyon Road
Urbana, Illinois 61801
Telephone: (217) 328-3870

ERIC Clearinghouse on Rural Education and Small Schools
Box 3AP
New Mexico State University
Las Cruces, New Mexico 88003
Telephone: (505) 646-2623

ERIC Clearinghouse on Science, Mathematics and Environmental Education
The Ohio State University
1460 West Lane Avenue, 2nd Floor
Columbus, Ohio 43221
Telephone: (614) 422-6717

ERIC Clearinghouse for Social Studies/Social Science Education
855 Broadway
Boulder, Colorado 80302
Telephone: (303) 443-1383 ext. 8434

ERIC Clearinghouse on Teacher Education
One Dupont Circle
Suite 616
Washington, D. C. 20036
Telephone: (202) 293-7280

ERIC Clearinghouse on Tests, Measurement, and Evaluation
Educational Testing Service
Princeton, New Jersey 08540
Telephone: (609) 921-9000 ext. 2691

ERIC Clearinghouse on Vocational and Technical Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210
Telephone: (614) 486-3655

STATE CURRICULUM CENTERS

The seven state curriculum centers listed below are a source of information and instructional materials. These centers serve as a regional clearinghouse.

California State Department of Education
1025 P. Street
Sacramento, California 95814
Serves: Arizona, California, Hawaii, Nevada, Utah

Division of Vocational and Technical Education
Board of Vocational Education and Rehabilitation
1035 Outer Park Drive
Springfield, Illinois 62706
Serves: Illinois, Indiana, Iowa, Minnesota, Michigan, Wisconsin

Instructional Materials Laboratory
University of Kentucky
Research Foundation
Lexington, Kentucky 40506
Serves: Kentucky, Ohio, Tennessee, Virginia, West Virginia,
Washington, D. C.

Mississippi State University
State College, MS 39762
Serves: Alabama, Florida, Georgia, Louisiana, Mississippi,
North Carolina, South Carolina

New Jersey Department of Education
Division of Vocational Education
225 West State Street
Trenton, New Jersey 08625
Serves: Connecticut, Delaware, Maine, Maryland, Massachusetts,
New Hampshire, New Jersey, New York, Pennsylvania,
Rhode Island, Vermont

State Department of Vocational and Technical Education
1515 West Sixth Avenue
Stillwater, Oklahoma 74074
Serves: Arkansas, Colorado, Kansas, Missouri, Nebraska,
New Mexico, North Dakota, South Dakota, Oklahoma, Texas

Washington State Coordinating Council for Occupational Education
216 Old Capitol Building
Olympia, Washington 98504
Serves: Alaska, Idaho, Montana, Oregon, Washington, Wyoming

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